



April 30, 2004

**National Crime Information Center (NCIC)
TECHNICAL AND OPERATIONAL UPDATE (TOU) 04-2**

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**SECTION 1 -- MESSAGE TO CONTROL TERMINAL OFFICERS AND
FEDERAL SERVICE COORDINATORS**

Section 2.1 provides information on the addition of the EBS Field for inquiry transactions.

Section 2.2 furnishes modifications in the Vehicle/Boat Part File that include the EPD, SER, and VYR Fields as mandatory entry for Outboard (OB) motors.

Section 2.3 contains an NCIC system change for the DOI Field, addition of a MIS Field in the Image File, and approval for the NCMEC to add images to the Image File.

Section 2.4 provides a modification of the File Transfer Transaction to include an Attention Field.

Section 2.5 contains modifications of the VGTOF to allow the entry of NONEXP to the DOP Field.

Section 2.6 explains changes to the CPSRF.

Section 2.7 furnishes information on the implementation of the Identity Theft File.

Section 3 contains updates to the *NCIC 2000 Code Manual*.

Section 4 provides updates to validation formats.

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Any questions concerning the *NCIC 2000 Operating Manual* (December 1999), *NCIC 2000 Code Manual* (December 2000), or the distribution of TOUs should be directed to the Communications Unit at (304) 625-4995.

TOUs are also available via the Internet on Law Enforcement OnLine (LEO) at www.leo.gov/lesig/cjis/programs/ncic/tous/index.shtml. Users with questions concerning access to LEO should contact the LEO Program Office at (202) 324-8833.

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SECTION 2 -- SYSTEM CHANGES

2.1 ADDITION OF THE EXPANDED DATE OF BIRTH SEARCH (EBS) FIELD FOR INQUIRY TRANSACTIONS.

AFFECTED BY CHANGE:

Introduction
Missing Person File
Protection Order File
Convicted Sexual Offender Registry
File
Violent Gang and Terrorist
Organization File
Wanted Person File

EFFECTIVE DATE:

April 2005

Background

In June 2003, the CJIS Advisory Policy Board approved a change to add a new Message Field Code (MFC) that provides the option to search plus or minus 1 year of the input year of birth for identifiable persons inquiries.

The EBS Field is an optional one-character numeric field that now includes the number 1. By placing the numeric 1 in the EBS Field, the agency expands the date of birth search, initiating a search of NCIC records with the exact input date of birth (month, day, and year) as well as records with the exact month and day of birth and a range of plus or minus 1 year of the entered birth year.

System Changes

The NCIC System change will limit record responses for identifiable persons inquiries, returning only those records matching the exact DOB. The new MFC will provide agencies with the option to search plus or minus one year of the input year of birth. **This enhancement will affect NCIC 2000 (1N01) users only.**

NCIC 2000 Operating Manual Changes

Additions to the *NCIC 2000 Operating Manual* are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

INTRODUCTION

SECTION 3.9 -- NAME MATCHING

6. **Expanded Date of Birth Search:** If the input value of the EBS Field is the numeric 1, primary hits are determined by NCIC searching the exact month and day and a range of plus or minus 1 year of the input date of birth.

MISSING PERSON FILE**SECTION 5.9 -- ADDITIONAL GUIDELINE FOR NCIC 2000 QW INQUIRY**

QW/ZW inquiries may contain the Image Indicator (IND), Related Search Hit (RSH), and Expanded Name Search (ENS), and Expanded Date of Birth Search (EBS) Fields. Additional information on the use of these fields can be found in the Wanted Person File chapter.

PROTECTION ORDER FILE**SECTION 1.7 -- MESSAGE FIELD CODES AND EDITS**

EBS **Expanded Date** **Must be either 1 or blank. The default value is**
of Birth Search blank.

SECTION 5.2 -- MESSAGE FIELD CODES FOR AN INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC

SECTION 2 -- SYSTEM CHANGES

LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC SPECIAL CHARACTER
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR*	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT*	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH*	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH*	OPTIONAL	EBS	1-1	NUMERIC

*NCIC 2000 format only

SECTION 5.5 -- ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY

4. **EXPANDED DATE OF BIRTH SEARCH (EBS)**

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB.

45. **DELAYED-INQUIRY HIT NOTIFICATION (\$.H.)**

1. A \$.H. is sent only to the entering/modifying agency for POF records.
2. A \$.H. will be returned only if the entering/modifying and inquiring agencies are different.

46. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.

CONVICTED SEXUAL OFFENDER REGISTRY FILE**SECTION 1.6 -- MESSAGE FIELD CODES AND EDITS**

EBS **Expanded Date** **Must be either 1 or blank. The default value is**
of Birth Search blank.

SECTION 5.3 --MESSAGE FIELD CODES FOR AN INQUIRY**1. Personal Identifiers**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	OPTIONAL WITHIN SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC

SECTION 2 -- SYSTEM CHANGES

VEHICLE MAKE	OPTIONAL WITHIN SET	VMA	2-24	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC

SECTION 5.5 -- ADDITIONAL GUIDELINES FOR INQUIRY

10. **EXPANDED DATE OF BIRTH SEARCH (EBS)**

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB.

VIOLENT GANG AND TERRORIST ORGANIZATION FILE

SECTION 9.7 -- GMC MESSAGE FIELD CODES AND EDITS

EBS **Expanded Date
of Birth Search** **Must be either 1 or blank. The default value is blank.**

SECTION 13.2 -- MESSAGE FIELD CODES FOR GMC INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

SECTION 2 -- SYSTEM CHANGES

NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR*	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT*	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH*	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH*	OPTIONAL	EBS	1-1	NUMERIC

*NCIC 2000 format only

SECTION 13.5 -- ADDITIONAL GUIDELINES FOR NCIC 2000 GMC INQUIRY

4. EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB.

WANTED PERSON FILE

SECTION 1.8 -- MESSAGE FIELD CODES AND EDITS

EBS **Expanded Date** **Must be either 1 or blank. The default value is blank.**
of Birth Search

SECTION 5.2 -- MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC

SECTION 2 -- SYSTEM CHANGES

LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR*	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT*	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH*	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH*	OPTIONAL	EBS	1-1	NUMERIC

*NCIC 2000 format only

SECTION 5.5 -- ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY

5. **EXPANDED DATE OF BIRTH SEARCH (EBS)**

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB.

SECTION 5.6 -- BATCH INQUIRY (QWB)

2. The sequence numbers do not have to be sequential, but they should be unique. The HDR, ORI, MKE, and SEQ are entered without the MFC. The identifiers available in the QW/ZW inquiry are available for use in the QWB message, including the IND, RSH, and ENS, **and EBS** indicators, preceded by the proper MFC.

SECTION 5.7 – QWI INQUIRY - COMBINED III AND QWI TRANSACTIONS

The QWI transaction allows the user to access both III and NCIC 2000 by performing one transaction. Because this inquiry is treated by NCIC 2000 as a QW and by III as a QH, the same rules stated for these transactions apply to the QWI transaction.

NCIC 2000 and III will return positive and/or negative responses independently. The ~~ENS~~, IND, and RSH, ~~ENS~~, and ~~EBS~~ Fields are not used by III. Additional information can be found in the III chapter.

SECTION 5.8 -- QWI TRANSACTION FORMAT

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PURPOSE	MANDATORY	PUR	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
STATE IDENTIFICATION NUMBER - III	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
SEX	CONDITIONAL	SEX	1-1	ALPHABETIC
RACE	CONDITIONAL	RAC	1-1	ALPHABETIC
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC

SECTION 2 -- SYSTEM CHANGES

EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC

2.2 MODIFICATION OF THE ENGINE POWER OR DISPLACEMENT (EPD) AND SERIAL (SER) FIELDS AND CREATION OF A VEHICLE YEAR (VYR) FIELD EDIT MANDATORY FOR OUTBOARD MOTORS (OB)

AFFECTED BY CHANGE:

Vehicle/Boat Part File

EFFECTIVE DATE:

April 2005

Background

At its December 1998 meeting, the CJIS Advisory Policy Board approved a motion to modify field edits for the EPD and SER Fields and create a VYR Field for vehicle/boat parts entered with a Category (CAT)/OB.

NCIC 2000 Operating Manual Changes

Additions to the *NCIC 2000 Operating Manual* are indicated by **highlighting**, and deletions are indicated by **strikeout**. The validation record layout is attached.

VEHICLE/BOAT PART FILE**SECTION 1--INTRODUCTION****SECTION 1.6 -- MESSAGE FIELD CODES AND EDITS**

Code	Field	Edits
CAT	Category	Must be a valid NCIC-2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If the CAT is OB, then the VYR, the EPD, and the SER are mandatory.
EPD	Engine Power or Displacement	Must be a valid NCIC-2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . May be one to four numerics followed by one alphabetic which must be C, H, I, L, or P. This field can only be filled if the CAT is EN or OB. If the CAT is OB, then the EPD is mandatory.
SER	Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only cannot be used. Cannot be identical to the OAN. If the CAT is OB, then the SER is mandatory.
VYR	Vehicle Year	If the CAT is OB, then the VYR is mandatory. If the

SECTION 2 -- SYSTEM CHANGES

year is unknown, UNKN must be entered.

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
BRAND NAME	MANDATORY	BRA	2-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CATEGORY	MANDATORY	CAT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	MANDATORY	MIS	1-200	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA	1-15	ALPHABETIC
ENGINE POWER OR DISPLACEMENT	OPTIONAL CONDITIONAL	EPD	2-5	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
VEHICLE YEAR	CONDITIONAL	VYR	44	ALPHABETIC, NUMERIC

SECTION 2.5 -- MESSAGE FIELD EDITS FOR ENTRY

1. SERIAL NUMBER (SER)

When a stolen vehicle/boat part is entered, the serial number of the part must be entered in the SER Field. If an entry is for a stolen certificate of title, the title number should be entered in the SER Field. If the part is a nonmotorized forklift, the serial number should be entered in the SER Field. The vehicle identification number should be entered in the SER Field when the stolen part is a VIN plate. **If the CAT is OB, then the SER is mandatory.**

6. ENGINE POWER OR DISPLACEMENT (EPD)

The EPD Field may only be used for part entries when the CAT Field code is EN (engine) or OB (outboard motor). **If the CAT Field is OB, then the EPD is mandatory.** The EPD Field is used to describe the size of the engine or motor, e.g., 750C for 750 cubic centimeters. Other units of measure are cubic inches -I, liters -L, horsepower -H, and pounds of thrust -P.

When the engine power or displacement contains a fraction or decimal, the whole number should be placed in the EPD Field, and the whole number plus the fraction or decimal should be placed in the MIS Field.

9. **VEHICLE YEAR (VYR)**

The VYR must represent the production (model) year during which the vehicle/boat part was manufactured. If the year of manufacture is unknown, the entering agency should enter UNKN. If the CAT is OB, then the VYR Field is mandatory.

2.3 CHANGE FOR DATE OF IMAGE (DOI) FIELD, ADDITION OF A MISCELLANEOUS (MIS) FIELD IN THE IMAGE FILE, AND APPROVAL FOR THE NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN (NCMEC) TO ADD IMAGES TO THE IMAGE FILE

AFFECTED BY CHANGE:

Image File

EFFECTIVE DATE:

April 2005

Background

The Image File enables law enforcement to enter images into NCIC that are linked to records in other NCIC files. These images assist agencies in identifying a person or property. The DOI Field consists of year, month, and day (YYYYMMDD); all three elements are mandatory for the entry of images. In TOU 01-4, agencies were advised to enter 11111111 in the DOI Field for the year, month, and day when the exact date of the image was not known.

At its June 2002 meeting, the CJIS Advisory Policy Board (APB) approved modifying the DOI Field to work in the same manner as the Date of Birth (DOB) Field when only the image year is known. The system accepts 0000 in the DOB Field for the month and day when this information is not available but the year of birth is known. Agencies will also have the option of entering 0000 for the month and day in the DOI Field. The APB also approved changing the DOI Field from mandatory to optional.

At its December 2002 meeting, the CJIS APB approved adding a 240-character Image Miscellaneous (MIS) Field in the NCIC Image File. This MIS Field will capture additional information about the image that is not able to be entered in the already established fields.

The CJIS APB also approved a policy to permit the NCMEC to enter, modify, cancel, and inquire upon image records with an Image Type (IMT) of I (Identifying Image) and those with an IMT of M (Mugshot). This will permit the NCMEC to add images to the Missing Person File records entered by other agencies after the NCMEC has obtained the entering agencies' permission. Even though the NCMEC has been approved to enter an Identifying Image for another agency, that agency will still be responsible for the record. Procedures for the NCMEC to enter images will be published in a future TOU.

NCIC 2000 Operating Manual Changes

Additions to the *NCIC 2000 Operating Manual* are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

IMAGE FILE

SECTION 1.9 -- IMAGE MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
DOI	Date of Image	Must be a valid Gregorian date (YYYYMMDD) or valid year with "0000" representing month and day. It is the date the image was taken (not the date entered into the system). If the date is unknown, the entry of 11111111 may be used for the year, month, and day. If the year is known, but the actual date the image was taken is unknown, the individual's date of birth should be used for the month and day and the year the image was taken should be used for the year. When the image being entered is an age-progressed image, the date the image was created should not be used. Instead, the month and day of the individual's birthday should be used and the year for the date of image should represent the time at which the subject's appearance should match that of the image.

MIS**Miscellaneous Free Text**

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE TYPE	MANDATORY	IMT	1-1	ALPHABETIC
DATE OF IMAGE	MANDATORY OPTIONAL	DOI	8-8	NUMERIC

SECTION 2 -- SYSTEM CHANGES

FINGERPRINT IMAGE	MANDATORY FOR A FINGERPRINT ENTRY	FIM	18-16000	ALPHABETIC, NUMERIC, BINARY
IMAGE	MANDATORY FOR AN IMAGE (NON- FINGERPRINT) ENTRY	IMG	6-16000	ALPHABETIC, NUMERIC, BINARY
MISCELLANEOUS	OPTIONAL	MIS	1-240	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

SECTION 2.3 -- MANDATORY FIELDS FOR ENTRY

The following fields are mandatory for acceptance of an image entry: HDR, MKE, ORI, NIC, IMT, ~~DOI~~, and FIM for a fingerprint image, or IMG for any other image type.

SECTION 2.7 -- DATE OF IMAGE (DOI)

The date of the image is the date the photograph, fingerprint, or signature was taken or the date represented by an age-progressed image. If the year is known, but the actual date the image was taken is unknown, 0000 should be used for the month and day, and the year the image was taken should be used for the year. When an image being entered is an age-progressed image, the date the image was created should not be used. Instead, the month and the day of the individual's birthday should be used, and the year for the date of image should represent the time at which the subject's appearance should match that of the image.

SECTION 2.9 -- MISCELLANEOUS (MIS) FIELD

The Miscellaneous (MIS) Field contains information regarding images that could not be entered in the already established fields. This field enables agencies to provide information such as the approximate date of the image, if the image is age progressed, who provided the image, and any other information that may be beneficial in the investigation.

2.4 MODIFICATION OF THE FILE TRANSFER TRANSACTION TO INCLUDE AN ATTENTION FIELD

AFFECTED BY CHANGE:

Other Transactions

EFFECTIVE DATE:

April 2005

Background

In June 2002, the CJIS Advisory Policy Board approved the creation of an optional 30 character alphanumeric Attention (ATN) Field as an addition to the File Transfer (FT) Request Transaction. NCIC users regularly request to have files printed or put on tape and mailed because they often exceed 32,000 bytes. These requests create a routing problem for the receiving agency because they are unable to determine the original requestor. Consequently, the receiving agencies must contact CJIS Division personnel to identify the intended recipient. Unfortunately, CJIS Division personnel are unable to determine the intended recipient when the requestor's name is not included in the FT transaction. The lack of a requestor's name in the FT transaction negatively impacts the flow of information between the CJIS Division and local agencies. Therefore, an optional 3-30 character alphabetic, numeric, special character ATN Field has been provided to the FT transaction for the purpose of identifying the intended recipient of the requested file. Additional changes to the Other Transactions File Chapter that are not related to the file transfer enhancement are also incorporated.

NCIC 2000 Operating Manual Changes

Additions to the *NCIC 2000 Operating Manual* are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

OTHER TRANSACTIONS

SECTION 1--FILE TRANSFER DECISION (FT)

SECTION 1.1 -- GENERAL INFORMATION

The File Transfer Decision transaction is used when a \$.B. File Transfer Ready notification has been sent by NCIC-2000 to notify the user that a file is available and the user is ready to initiate the file transfer.

SECTION 1.2 -- EXAMPLES OF FILE TRANSFER DECISIONS

File Transfer Ready Notification:

\$.B.
NCDCI00020
FILE CONTAINS RSDU **SPRQ** RESULTS **FOR CTN/D123456789. FOR TRANSACTION:**
1ND1HEARDER.SPRQ.NCDCI0000.ACT..DET SMITH.101 MAIN ST ANYCITY NC.9
BATCH FILE SIZE: 15,000 BYTES, READY FOR DOWNLOAD.
PLEASE REQUEST FILE NAME ~~A243534~~**F123456**

SECTION 2 -- SYSTEM CHANGES

USE THE FT MKE TO RETRIEVE THE FILE OR FTP WITHOUT THE BINARY OPTION.

This notification applies to a file in response to a RSDU request **Global Inquiry**.

For a validation file, the notification is slightly different in that the ORI is not included and the file name follows a standardized format:

\$.B.

FILE CONTAINS \$.C REQUEST FOR VALIDATION NOTIFICATIONS.

BATCH FILE SIZE: 15,000 BYTES, READY FOR DOWNLOAD.

PLEASE REQUEST FILE NAME NC320901

USE THE FT MKE TO RETRIEVE THE FILE OR FTP WITHOUT THE BINARY OPTION.

File Transfer Message:

1N01000005.FT.MD1012600.UDC/P.FLN/AF243534.CPY/2.ATN/SMITH, JOHN

Acknowledgment:

1L01HEADER

MD1012600

FILE TRANSFER REQUEST RECEIVED

In this transaction, the user is requesting two copies of File Number (AF243534) to be printed and mailed (P).

SECTION 1.3 -- FILE TRANSFER DECISION FORMAT

FIELD NAME	RECORD ENTRY REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
USER DECISION CODE	MANDATORY	UDC	1-1	ALPHABETIC
FILE NUMBER	MANDATORY	FLN	1-8	ALPHABETIC, NUMERIC
NUMBER OF COPIES	OPTIONAL	CPY	1-1	NUMERIC
ATTENTION FIELD	OPTIONAL	ATN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

SECTION 1.4 -- REQUIREMENTS

The following are mandatory for the File Transfer (FT) Decision format: HDR, MKE, ORI, UDC, and FLN. The UDC and FLN Fields must be preceded by the proper MFCs.

SECTION 1.5 --ADDITIONAL GUIDELINES**1. NUMBER OF COPIES (CPY)**

The CPY Field is only used when the UDC Field is P. If the UDC Field is P and the CPY Field is blank, the default is 1. If the UDC Field is not P and the CPY Field is entered, the value in the CPY Field is ignored.

2. FILE NUMBER (FLN)

The FLN Field is assigned by the System and provided in the \$.B. notification.

3. USER DECISION CODE (UDC)

The UDC Field must contain a valid NCIC-2000-assigned code.

Code	Translation
D	Delete
P	Print and mail
S	Send electronically
T	Put on tape and mail

If the UDC code Field is S and the file size exceeds 32,000 bytes, the following error message will be transmitted:

```
1L01000005
MD1012600
REJECT - FILE GREATER THAN 32,000 BYTES
RESUBMIT WITH UDC/P OR UDC/T
1N0100005.FT.MD1012600.UDC/S.FLN/AF243534.ATN/JONES, PAUL
```

With this message, the user is urged to resubmit the transaction requesting retrieval of the file as a printout or on tape.

4. ATTENTION (ATN) FIELD

The ATN Field must identify the recipient of the file.

2.5 MODIFICATIONS OF THE NCIC VIOLENT GANG AND TERRORIST ORGANIZATION FILE (VGTOF) TO ALLOW THE ENTRY OF NONEXPIRING (NONEXP) TO THE DATE OF PURGE (DOP) FIELD

AFFECTED BY CHANGE:

**Violent Gang and Terrorist
Organization File**

EFFECTIVE DATE:

April 2005

Background

At its June 2003 meeting, the CJIS Advisory Policy Board approved a proposal to modify the current DOP Field to allow the entry of NONEXP into the Group Member Capability of the Violent Gang and Terrorist Organization File.

NCIC 2000 Operating Manual Changes

Additions to the *NCIC 2000 Operating Manual* are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

VIOLENT GANG AND TERRORIST ORGANIZATION FILE:

SECTION 9.4 -- RETENTION PERIOD FOR GMC RECORDS

1. A GMC record will remain active until it is canceled by the entering agency or until the Date of Purge (DOP) is equal to the current date. When the DOP is reached, a \$.P. administrative message will be sent to the originating agency. The maximum retention period for a GMC record ~~with MKE/EGM~~ is 5 years unless entered by a corrections agency. In such case, the 5-year maximum runs from the date that the DOP Field is altered to show release of the record subject from incarceration.
- 1. A GMC record for a terrorist subject (MKE/EGMT) that has no expiration is referred to as a nonexpiring (NONEXP) record. These records will remain active until canceled by the entering agency.**
- ~~2.~~ **3.** A GMC record with a GNG of UNLISTED GROUP will be retired 96 hours after entry. The originating agency will not be notified.
- ~~3.~~ **4.** Other exceptions to the record retention periods will occur in the event a serious error is detected in the record. Additional information on serious errors can be found in the Introduction chapter of this manual.

SECTION 9.7 --GMC MESSAGE FIELD CODES AND EDITS

DOP Date of Purge Must be ~~contain~~ **NONEXP**, a valid Gregorian Date; **(YYYYMMDD)**, or ~~contain~~ YYYYYYYY or XXXXXXXX. If a valid Gregorian date, it must be greater than the current date but not ~~more than 5 years~~ **greater than 5 years**. If the DOP is equal to YYYYYYYY or XXXXXXXX, the ~~originating agency must be a corrections agency~~ **last character of the ORI must be C**. **If the DOP is NONEXP, the MKE must be EGMT**. The DOP is optional. If not entered, NCIC-2000 will set the DOP to the current date plus five years.

SECTION 10.2 -- MESSAGE FIELD CODES FOR GMC ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EMANCIPATION	MANDATORY**	DOE	8-8	NUMERIC
HEIGHT	OPTIONAL	HGT	3-3	NUMERIC
WEIGHT	OPTIONAL	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN NCIC 2000 CODE MANUAL

SECTION 2 -- SYSTEM CHANGES

HAIR COLOR	OPTIONAL	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
GANG NAME	MANDATORY	GNG	1-22	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SUBGROUP NAME	MANDATORY	SGP	1-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CRITERIA FOR ENTRY	MANDATORY	ECR	1-2	ALPHABETIC
DATE OF PURGE	OPTIONAL WITH DEFAULT	DOP	8-6-8	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-121 1-500*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-1	ALPHABETIC

SECTION 2 -- SYSTEM CHANGES

LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i> (2-4) ALPHABETIC, NUMERIC, SPECIAL CHARACTERS (4-24)
VEHICLE MODEL	SET	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

*NCIC 2000 format only

**Mandatory blank

SECTION 10.5 -- MESSAGE FIELD CODE EDITS FOR GMC ENTRY**3. DATE OF PURGE (DOP) FIELD**

The following are valid entries in the DOP Field:

Field Entry	Result
DOP is blank.	NCIC-2000 generates DOP, current date plus 5 years.
DOP contains XXXXXXXX and ORI ends in C.	No purge date set.
DOP contains YYYYYYYY (must be a C ORI and a previous XXXXXXXX).	Purge date set 5 years from date of modification to YYYYYYYY.
DOP contains a date 5 years or less from date of entry.	Purge date set.

DOP contains NONEXP

Purge date is nonexpiring.

Only an ORI ending in C, i.e., an agency involved in corrections, is permitted to enter XXXXXXXX on the date of incarceration. This entry will stop the running of the system-created automatic purge date. The ORI, on release of the record subject from incarceration, must modify (MGM) the record to either YYYYYYYY (which will cause the system to automatically set a 5-year purge date), or to a date earlier than 5 years from the modification date. The DOP Field can be modified, except by C ORIs, only to a date earlier than 5 years from the original entry date. The DOP Field cannot be greater than 5 years from the date of entry or the date of modification. The DOP Field must be greater than the current date. **For terrorist subject records (MKE/EGMT), an agency must enter NONEXP in the DOP Field to indicate the record is nonexpiring.**

2.6 CHANGES TO THE NCIC CONVICTED PERSON ON SUPERVISED RELEASE FILE (CPSRF)

AFFECTED BY CHANGE:

**Introduction
Convicted Person on Supervised
Release File**

EFFECTIVE DATE:

April 2005

Background

At its June 2002 meeting, the CJIS Advisory Policy Board (APB) approved numerous changes to the NCIC CPSRF. This TOU covers the following: modifying the criteria for entry to include subjects that are in a nonconvicted status (pretrial release); creating a \$.P. Purge Notification sent 30 days prior to the record reaching expiration based on the Date of Probation/Parole Expiration (DPE) Field; discontinuing the Date Probation or Release Revoked (DPR) and Reason Probation or Release Revoked (RPR) Fields; modifying the Sentencing Court Identifier (SCI) Field from mandatory to optional; modifying the Date of Release from Supervision (EDS) Field from mandatory to optional; and allowing the entry of nonexpiring (NONEXP) in the DPE Field. It also includes changes to the \$.O. Notification.

Additionally, at its December 2003 meeting, the CJIS APB approved adding an optional E-mail Address (EML) Field and changing the caveat of the hit response to notify inquiring agencies that the supervising agency may not be operational 24 hours a day, 7 days a week.

Note: The automation of the Flash Program requires coordination with the Integrated Automated Fingerprint Identification System and is not scheduled to be implemented in April 2005 with the above changes. It, consequently, will be addressed in another TOU at a later date.

NCIC 2000 Operating Manual Changes

The name of the CPSRF has been changed to the Supervised Release File. All occurrences of CPSRF within the *NCIC 2000 Operating Manual*, *NCIC 2000 Code Manual*, and TOUs should be changed to the Supervised Release File.

Additions to the Introduction of the *NCIC 2000 Operating Manual* are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~. A revised copy of the Supervised Release File is being provided as an attachment to this TOU in its entirety **without** highlighting and strikeouts.

INTRODUCTION

SECTION 2.9 -- ADMINISTRATIVE MESSAGES

OTHER ADMINISTRATIVE MESSAGES

\$.O. ~~Convicted Person On~~ Supervised Release Notification

A \$.O. administrative message is sent to the ORI of the record when an inquiry entry, or modification transaction results in a hit response containing a ~~convicted~~ **supervised** person record.

The following is an example of a \$.O. administrative message:

\$.O.

MD1012600 **VAD13123G**

ORI/DC1234567 IS DC POLICE STATION **555-555-4321**

HDR/11011HEADER

~~AS A RESPONSE TO AN INQUIRY, A HIT OCCURRED ON A PROBATION OR
SUPERVISED RELEASE STATUS RECORD.~~

~~PLEASE CONTACT REQUESTING ORI FOR DETAILS.~~

AS A RESPONSE TO THE FOLLOWING TRANSACTION:

IND1HEADER.QW.DC1234567.NAM/SMITH, JOHN.DOB/19520521.SEX/M.RAC/W

A HIT OCCURRED ON A PROBATION OR SUPERVISED RELEASE

STATUS RECORD. PLEASE CONTACT REQUESTING ORI FOR DETAILS.

~~NAM/SMITH, JOHN DOB/19520521 OCA/123456777 SOC /123456789~~

~~DPE/19990210~~

~~NIC/H123243547 DTE/19980205 2000 EST~~

ORI/VAD13123G NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19520521

HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/DRK

SMT/SC R HD

FPC/121011C0141159TTCI13 MNU/AS-123456789 SOC/123456789

OLN/98765432 OLS/MD OLY/2000

OOC/ROBBERY OCA/611112131

VLD/20000521

MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO

MIS/FREQUENT BARS

LIC/ABC123 LIS/VA LIY/1999 LIT/PC

VIN/2F3727PD51519 VYR/1977

VMA/PONT VMO/LEM VST/2D VCO/WHI

DPE/20101009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE

DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013 ARI/VA1012600 INC/VA

STATE PENITENTIARY DOA/19900615

ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234

SMT/TAT R ARM

IMN/I435461801 IMT/M

NIC/C146203706 DTE/19991020 0001 EST

\$.P. Purge Notification

This message is sent to the entering agency when a record has been retired because it has reached the end of its retention period. The records that are subject to \$.P. messages are temporary felony want records, felony vehicle records, vehicle records not containing a VIN or OAN, boat records without a BHN or OAN, article records with a TYP Code of IBADGE, and located records (each chapter contains a section on Automatic Retirement).

The following is an example of a \$.P. administrative message:

\$.P.
MD1012600

THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER DUE TO
EXPIRATION OF THE RETENTION PERIOD.

MD1012600
MKE/STOLEN BOAT
ORI/MD1012600 REG/DC1234ZZ RES/DC REY/1996 HUL/WD BYR/1995 PRO/OB
BMA/LBC BTY/RUN BLE/17 BCO/RED DOT/19970820 OCA/3245353
NIC/B528475481 DTE/19970822 1230 EST

For Protection Order File records, the ORI of record will receive a \$.P. message 5 days before the record is to expire. This unsolicited message alerts the agency that if the court changed the Protection Order's expiration date (EXP), the record should be modified.

The following is an example of the message:

\$.P.
MD1012600

THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN FIVE DAYS
BY THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE
PROTECTION ORDER RECORD.
UNLESS ACTION IS TAKEN TO INCREASE THE EXPIRATION DATE,
MODIFICATION OR CANCELLATION OF THE RECORD WILL BE PROHIBITED
AFTER THE FIFTH DAY.

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19491012
HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK SMT/SC R HND
FPC/121011C0141159TTTCI13 MNU/AS-123456789 SOC/123456789
PNO/3425163553 BRD/Y ISD/19960112 EXP/19990112 CTI/VA124567
PPN/SMITH, JULIA PSX/F PPR/W PPB/19500910
PCO/SUBJECT IS RESTRAINED FROM ABUSING, HARASSING, OR STALKING THE
PROTECTED PERSON
OCA/611112131
NIC/H146203706 DTE/19960120 0100 EST

If no action is taken by the entering agency to modify the EXP, the record will expire after the 5th day. Expired and inactive records (cleared) will be maintained on-line for the remainder of the year plus 5 years. At the end of that time, NCIC-2000 will notify the ORI of record. This time,

SECTION 2 -- SYSTEM CHANGES

the unsolicited \$.P. message will advise the agency that the record is being purged because it has reached the end of the retention period. Records that are in an expired or inactive status cannot be modified.

For Convicted Sexual Offender Registry File records, the ORI of record will receive a \$.P. message when the current date is the same as the date in the ERD Field.

An example of the message follows:

```
$.P.  
MD1012600  
THE FOLLOWING RECORD HAS BEEN PLACED IN EXPIRED STATUS BY THE FBI  
  
NCIC BASED ON THE RETENTION PERIOD OF THE CONVICTED SEXUAL OFFENDER  
RECORD.  
  
ORI/MD1012600 NAM/DOE, JOHN SEX/M RAC/W POB/MD DOB/19530531  
HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/1234567 SKN/ALB  
SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/1234556789  
ORD/19960923 ERD/19990101SXP/N CRR/4007  
CON/19960510 PLC/MD AOV/12 SOV/F DNA/Y  
OCA/923112665  
NIC/X146203706 DTE/19960930 1030 EDT
```

Expired records will be maintained on-line for the remainder of the year plus 10 years. Inactive, cleared records will be maintained on-line for the remainder of the year plus 5 years. At the end of that time, NCIC-2000 will notify the ORI of record. This time, the unsolicited \$.P. message will advise the agency that the record is being purged because it has reached the end of the retention period. Records that are in an expired/inactive status cannot be modified.

For VGTOF Group Member records, the ORI of record will receive a \$.P. message when a Reference Group Member is purged because the Reference Group no longer exists (the Reference Group was canceled by the owning ORI).

The following is an example of the message:

```
$.P.  
MD1230000  
THE FOLLOWING GANG MEMBER RECORD HAS BEEN PURGED BY THE FBI COMPUTER  
BECAUSE AN ASSOCIATED GANG REFERENCE RECORD IS NOT ON FILE.  
  
ORI/MD1230000 NAM/DOE, SAM SEX/M RAC/W POB/MD DOB/19730531  
HGT/601 WGT/209 EYE/BLU HAI/BR FBI/1234567 SKN/DRK SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/MD-123456789 SOC/123456789  
GNG/CRIPS*BTMD SGP/ROARING50S*BTMD ECR/A DOP/20010115 OCA/3245323  
NIC/T146203706 DTE/19980116 1245 EST
```

The \$.P. message is sent to the NICB when a vehicle, part, or boat record has been purged. The

SECTION 2 -- SYSTEM CHANGES

records that are subject to \$.P. messages are vehicle records without a VIN or OCA; boat records without a BHN or OAN; located records in suppressed status; or vehicle/part/boat records purged because they were not validated.

The following is an example of the message:

\$.P.

NICB NOTIFICATION AT 1600 EST 19990830

THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER DUE TO EXPIRATION OF THE RETENTION PERIOD.

NIC/B528475481 OCA/3425233

For a Supervised Release File record, the ORI of record will receive a \$.P. message 30 days prior to the date in the DPE Field.

An example of the message follows:

\$.P.

VAD13123G

THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN THIRTY DAYS BY THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE SUPERVISED RELEASE RECORD. UNLESS ACTION IS TAKEN TO INCREASE THE EXPIRATION DATE, MODIFICATION OR CANCELLATION OF THE RECORD WILL BE PROHIBITED AFTER THE THIRTIETH DAY.

ORI/VAD13123G NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19520521

HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/DRK

SMT/SC R HD

FPC/121011C0141159TTCI13 MNU/AS-123456789 SOC/123456789

OLN/98765432 OLS/MD OLY/2000

OOC/ROBBERY OCA/611112131

VLD/20000521

MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO

MIS/FREQUENT BARS

LIC/ABC123 LIS/VA LIY/1999 LIT/PC

VIN/2F37Z7P051519 VYR/1977

VMA/PONT VMO/LEM VST/2D VCO/WHI

DPE/20101009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE

DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013 ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615

ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234

IMN/I435461801 IMT/M

NIC/C146203706 DTE/19991020 0001 EST

2.7 IMPLEMENTATION OF THE IDENTITY THEFT FILE

AFFECTED BY CHANGE:

Introduction
Image File
Wanted Person File
Identity Theft File

EFFECTIVE DATE:

April 2005

Background

The CJIS Division's staff presented a proposal to create an Identity Theft File and requested direction regarding its design at the spring 2002 meetings of the Regional Working Groups, NCIC Subcommittee, and the CJIS Advisory Policy Board (APB). The presentations led to the CJIS APB approving the development of a concept of operations (CONOPS), so the CJIS Division staff moved forward with that task. During its fall 2003 meeting, the CJIS APB approved the CONOPS. The CJIS Division's staff has finalized the design, and the Identity Theft File is scheduled for implementation in April 2005.

The Identity Theft File will enable law enforcement to "flag" stolen identities. Agencies will be able to create a "victim profile" with personal information about the victim in the Identity Theft File. If the identity of the thief is known and if there is an arrest warrant for that individual, the agency will enter the thief's personal information in the Wanted Person File.

NCIC 2000 Operating Manual Changes

Additions to the Introduction, Image File, and Wanted Person File of the *NCIC 2000 Operating Manual* are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

The Identity Theft File Chapter is a new addition to the manual and is included in its entirety as an attachment to this TOU. Section 3 of this TOU provides a new section to the *NCIC 2000 Code Manual*. Section 4 of this TOU provides the Identity Theft Persons Validation Format.

INTRODUCTION

SECTION 1.6 -- SYSTEM SECURITY

7. The individual receiving a request for criminal justice information must ensure that the person requesting the information is authorized to receive the data. Dissemination of most file data is discretionary with the CTA, whereas NCIC 2000 ~~Convicted Person on Supervised Release~~, Convicted Sexual Offender Registry, Violent Gang and Terrorist Organization, inactive Protection Order, **Identity Theft**, and III File data are confidential and should be treated accordingly. Unauthorized request or receipt of NCIC material could result in criminal proceedings being brought against the agencies and/or the individuals involved.

SECTION 2.5 -- INQUIRY

5. Negative Response to an On-line Inquiry

2. A negative response for a specific person file, such as VGTOF-Gang Reference, Gang Member, Protection Order, ~~and~~ Convicted Sexual Offender Registry, **and Identity Theft**, contains a header, the ORI of the inquiring agency followed by NO NCIC GANG FILE RECORD; NO NCIC VGTOF RECORD; NO NCIC PROTECTION ORDER FILE RECORD; ~~or~~ NO NCIC SEXUAL OFFENDER FILE RECORD; **or NO IDENTITY THEFT RECORD** followed by the searchable identifiers included in the inquiry.

6. Positive Response to an On-line Inquiry

23. **WARNING--THE IDENTITY OF THE SUBJECT IDENTIFIED IN THIS RECORD HAS BEEN REPORTED STOLEN. PLEASE REVIEW THE VICTIM PROFILE AND USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON.**

This message precedes an identity theft record response.

*******WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY INDIVIDUAL, VEHICLE, OR DWELLING.*******

This message appears after each identity theft record in the response. The phrase is a reminder to the inquiring agency not to arrest based on the information received in the identity theft response.

SECTION 2.9 -- ADMINISTRATIVE MESSAGES**OTHER ADMINISTRATIVE MESSAGES****\$.P. Purge Notification**

This message is sent to the entering agency when a record has been retired because it has reached the end of its retention period. The records that are subject to \$.P. messages are temporary felony want records, felony vehicle records, vehicle records not containing a VIN or OAN, boat records without a BHN or OAN, article records with a TYP Code of IBADGE, and located records (each chapter contains a section on Automatic Retirement).

The following is an example of a \$.P. administrative message:

\$.P.
MD1012600

THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER DUE TO
EXPIRATION OF THE RETENTION PERIOD.

MD1012600
MKE/STOLEN BOAT
ORI/MD1012600 REG/DC1234ZZ RES/DC REY/1996 HUL/WD BYR/1995 PRO/OB
BMA/LBC BTY/RUN BLE/17 BCO/RED DOT/19970820 OCA/3245353
NIC/B528475481 DTE/19970822 1230 EST

For Protection Order File records, the ORI of record will receive a \$.P. message 5 days before the record is to expire. This unsolicited message alerts the agency that if the court changed the Protection Order's expiration date (EXP), the record should be modified.

The following is an example of the message:

\$.P.
MD1012600

THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN FIVE DAYS
BY THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE
PROTECTION ORDER RECORD.
UNLESS ACTION IS TAKEN TO INCREASE THE EXPIRATION DATE,
MODIFICATION OR CANCELLATION OF THE RECORD WILL BE PROHIBITED
AFTER THE FIFTH DAY.

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19491012
HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
PNO/3425163553 BRD/Y ISD/19960112 EXP/19990112 CTI/VA124567
PPN/SMITH, JULIA PSX/F PPR/W PPB/19500910
PCO/SUBJECT IS RESTRAINED FROM ABUSING, HARASSING, OR STALKING THE
PROTECTED PERSON
OCA/611112131
NIC/H146203706 DTE/19960120 0100 EST

If no action is taken by the entering agency to modify the EXP, the record will expire after the 5th day. Expired and inactive records (cleared) will be maintained on-line for the remainder of the year plus 5 years. At the end of that time, NCIC-2000 will notify the ORI of record. This time, the unsolicited \$.P. message will advise the agency that the record is being purged because it has reached the end of the retention period. Records that are in an expired or inactive status cannot be modified.

For Convicted Sexual Offender Registry File records, the ORI of record will receive a \$.P. message when the current date is the same as the date in the ERD Field.

An example of the message follows:

\$.P.
MD1012600
THE FOLLOWING RECORD HAS BEEN PLACED IN EXPIRED STATUS BY THE FBI
NCIC BASED ON THE RETENTION PERIOD OF THE CONVICTED SEXUAL OFFENDER
RECORD.

ORI/MD1012600 NAM/DOE, JOHN SEX/M RAC/W POB/MD DOB/19530531
HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/1234567 SKN/ALB
SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/1234556789
ORD/19960923 ERD/19990101SXP/N CRR/4007
CON/19960510 PLC/MD AOV/12 SOV/F DNA/Y
OCA/923112665
NIC/X146203706 DTE/19960930 1030 EDT

Expired records will be maintained on-line for the remainder of the year plus 10 years. Inactive, cleared records will be maintained on-line for the remainder of the year plus 5 years. At the end of that time, NCIC-2000 will notify the ORI of record. This time, the unsolicited \$.P. message will advise the agency that the record is being purged because it has reached the end of the retention period. Records that are in an expired/inactive status cannot be modified.

For VGTOF Group Member records, the ORI of record will receive a \$.P. message when a Reference Group Member is purged because the Reference Group no longer exists (the Reference Group was canceled by the owning ORI).

The following is an example of the message:

\$.P.
MD1230000
THE FOLLOWING GANG MEMBER RECORD HAS BEEN PURGED BY THE FBI COMPUTER
BECAUSE AN ASSOCIATED GANG REFERENCE RECORD IS NOT ON FILE.

ORI/MD1230000 NAM/DOE, SAM SEX/M RAC/W POB/MD DOB/19730531
HGT/601 WGT/209 EYE/BLU HAI/BR FBI/1234567 SKN/DRK SMT/SC R HND
FPC/121011CO1159TTCI13TT MNU/MD-123456789 SOC/123456789
GNG/CRIPS*BTMD SGP/ROARING50S*BTMD ECR/A DOP/20010115 OCA/3245323
NIC/T146203706 DTE/19980116 1245 EST

The \$.P. message is sent to the NICB when a vehicle, part, or boat record has been purged. The records that are subject to \$.P. messages are vehicle records without a VIN or OCA; boat records without a BHN or OAN; located records in suppressed status; or vehicle/part/boat records purged because they were not validated.

The following is an example of the message:

\$.P.
NICB NOTIFICATION AT 1600 EST 19990830
THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER DUE TO
EXPIRATION OF THE RETENTION PERIOD.
NIC/B528475481 OCA/3425233

For Identity Theft File records, the ORI of record will receive a \$.P. message when the current date is the same as the date in the DOP Field

An example of the message follows:

\$.P.
MD1012600
**THE FOLLOWING RECORD HAS BEEN PLACED IN EXPIRED STATUS BY THE FBI
NCIC BASED ON THE RETENTION PERIOD OF THE IDENTITY THEFT RECORD.**

SECTION 3.4 -- VALIDATION

3. Validation Schedule

2. The NCIC-2000 System sorts records by CTAs. On a monthly basis, the CTAs are advised when a file of records to be validated can be retrieved by way of a \$.B. notification. Upon receiving this notification, the CTA has 30 days to initiate a file transfer before the file will be deleted. Within the file of records to be validated, each record is presented as a \$.C. REQUEST FOR VALIDATION message. The CTA distributes the records to be validated to the ORIs as appropriate. During Phase 1 only, the ORIs have 45 days from the validation request to validate their records; thereafter, it will be 30 days.

The sequence of records included in the file is as follows:

1. Wanted/Gang/Terrorist Member
2. Missing/Unidentified
3. Vehicle/License Plate/Part/Boat
4. Gun
5. Securities
6. Protection Order
7. ~~Convicted Person on Supervised Release~~
8. Convicted Sexual Offender Registry
9. **Identity Theft**

SECTION 3.14 -- NCIC 2000 NUMBERS (NIC NUMBERS)

3. NIC Check Digit Algorithm

File Indicator	File Indicator Value	Data Type
A	5	Article records entered on/between 1/27/67 and 5/5/86
	9	Article records entered on/between 5/5/86 and 4/21/98
	10	Article records entered on/after 4/21/98 and before NCIC 2000 cut-over
	11	Article records entered after NCIC 2000 cut-over
B	4	Boat records entered on/between 1/27/67 and 8/6/79
	8	Boat records entered on/between 8/6/79 and 8/8/88
	12	Boat records entered on/between 8/8/88 and 4/20/95
	13	Boat records entered on/between 4/20/95 and before NCIC 2000 cut-over
	14	Boat records entered after NCIC 2000 cut-over
C	1	Convicted Person on Supervised Release records
F	1	Violent Felon records entered on/prior to 5/8/97
	2	Violent Felon records entered on/after 5/8/97
G	2	Gun records entered before NCIC 2000 cut-over
	3	Gun records entered after NCIC 2000 cut-over
H	1	Protection Order Person records entered before NCIC 2000 cut-over
	2	Protection Order Person records entered after NCIC 2000 cut-over
J	1	Identity Theft Records
M	7	Missing Person records entered on/prior to 2/13/97
	8	Missing Person records entered on/after 2/13/97
	9	Missing Person records entered after NCIC 2000 cut-over
N	1	Deported Felon Person records entered on/prior to 5/8/97
	2	Deported Felon Person records entered on/after 5/8/97
	3	Deported Felon Person records after NCIC 2000 cut-over
P	3	License Plate records entered on/before 2/23/96
	4	License Plate records entered before NCIC 2000 cut-over
	5	License Plate records entered after NCIC 2000 cut-over

SECTION 2 -- SYSTEM CHANGES

File Indicator	File Indicator Value	Data Type
R	11	CPIC Data records
	12	CPIC Data records entered after NCIC 2000 cut-over
S	6	Securities records entered before NCIC 2000 cut-over
	7	Securities records entered after NCIC 2000 cut-over
T	1	Group/Terrorist Member Person records entered on/prior to 5/8/97
	2	Group/Terrorist Member Person records entered on/after 5/8/97
	3	Group/Terrorist Member Person records entered after NCIC 2000 cut-over
U	7	Unidentified Person records entered on/prior to 2/13/97
	8	Unidentified Person records entered on/after 2/13/97
	9	Unidentified Person records entered after NCIC 2000 cut-over
V	4	Vehicle/Vehicle-Boat Part records entered on/between 1/27/67 and 8/6/79
	8	Vehicle/Vehicle-Boat Part records entered on/between 8/6/79 and 8/8/88
	12	Vehicle/Vehicle-Boat Part records entered on/between 8/8/88 and 4/20/95
	13	Vehicle/Vehicle-Boat Part records entered on/between 4/11/95 and before NCIC 2000 cut-over
	14	Vehicle/Vehicle-Boat Part records entered after NCIC 2000 cut-over
W	1	Wanted Person records entered on/prior to 5/8/97
	2	Wanted Person records entered on/after 5/8/97
	3	Wanted Person records entered after NCIC 2000 cut-over
X	1	Sexual Offender Person records
Z	10	Reference Group records
	11	Reference Group Records entered after NCIC 2000 cut-over

IMAGE FILE

IMPORTANT NOTE TO USERS: *Fingerprint entries must be limited to the Wanted, **Identity Theft**, Missing, and Unidentified Person Files.*

SECTION 1.4 -- GUIDELINES FOR ENTRY

2. Entry of a fingerprint image is restricted to an Unidentified, Missing, **Identity Theft**, or Wanted Person File.
5. A mugshot and a signature can be entered for ~~Convicted Person on Supervised Release~~, Protection Order, Missing Person, Deported Felon, Violent Gang and Terrorist Organization, Unidentified Person, Wanted Person, U.S. Secret Service Protective, Protection Order, Foreign Fugitive, **Identity Theft**, and Convicted Sexual Offender Registry Files.
6. An identifying image can be entered for ~~Convicted Person on Supervised Release~~, U.S. Secret Service Protective, Missing Person, Deported Felon, Violent Gang and Terrorist Organization, Unidentified Person, Wanted Person, **Identity Theft**, Convicted Sexual Offender Registry, Article, Vehicle, Boat, or Vehicle/Boat Part Files.

SECTION 2.4 -- ADDITIONAL GUIDELINES FOR ENTRY

1. **The entry of a fingerprint is limited to the Wanted Person, **Identity Theft**, Missing Person, and Unidentified Person Files.**
3. If a fingerprint is entered and found to be a duplicate of a fingerprint already on file, it may indicate that the same subject has several records on file. In that case, it is possible to link the records to the existing file print by entering the image NIC through a person supplemental transaction (wanted-EN, missing-EMN, or unidentified-EUN, **or identity theft-EIN**).

SECTION 2.8 -- IMAGE TYPE (IMT)

1. FINGERPRINT IMAGE (IMT F)
 3. Fingerprint data are entered and maintained by an ORI and associated to one or more unidentified, missing, **identity theft**, or wanted person records.

WANTED PERSON FILE

SECTION 1.9 – CRITERIA FOR ENTERING NAMES AND DATES OF BIRTH FOR STOLEN/ FRAUDULENT IDENTIFIERS

The general rule for the use of stolen/fraudulent (S/F) identifier fields is that they must be used whenever a wanted person is known to be using identification documents that are stolen/fraudulent. If the wanted person is using a made-up name or numerical identifier for which it is not known whether identification documents (Social Security card, operator's license, etc.) exist, these identifiers should be entered in the appropriate base record or supplemental identifier fields, such as the DOB Field. **If the identity of the thief is known and there is an arrest warrant, the victim information should be entered in the S/F fields.**

The base record NAM must be entered for each record. This field should contain the wanted person's true name regardless of whether it is the name contained on the arrest warrant. Listed below are guidelines for coding the "true" and S/F NAM Fields and the "true" and S/F DOB Fields.

5. **When a record is entered into the Identity Theft File, if the identity of the thief is known and a warrant is obtained, the thief's personal information should be entered in the base Wanted Person File record. Additionally, the victim information should be entered in the supplemental stolen/fraudulent data fields.**

SECTION 5--INQUIRY

SECTION 5.1 -- EXAMPLE OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

The MKEs QW/ZW are used for Wanted Person File inquiries. A Wanted Person File inquiry will also cause an automatic cross-search of the Foreign Fugitive, Missing Person, Violent Gang and Terrorist Organization, Protection Order, Deported Felon, Convicted Sexual Offender Registry, ~~Convicted Person on Supervised Release~~, **Identity Theft**, and U.S. Secret Service Protective Files. If vehicle identifiers are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched.

The following is a new section to the *NCIC 2000 Code Manual*.

TABLE OF CONTENTS

CHAPTER

IDENTITY THEFT CODES

UNIFORM IDENTITY THEFT TYPE CODES 1

IDENTITY THEFT CODES

IDENTITY THEFT CODES

Uniform Identity Theft Type Codes

<u>Identity Theft Type (IDT)</u>	<u>Code</u>	<u>Reference</u>
Credit Card	CFRD	Includes unauthorized use of or opening a fraudulent credit card account.
Checking or Saving Account	ACCT	Includes check fraud; unauthorized use of ATM, debit, or check card; and opening a fraudulent checking or saving account.
Loans	LOAN	Includes real estate, auto, auto lease, personal, or business loans.
Phone or Utilities	UTIL	Includes opening new accounts (wireless, pager, cable, etc.) or charges to existing accounts.
Securities or Other Investments	INVT	Includes opening or trading on existing securities or investments accounts.
Internet or E-mail	NETT	Includes opening new Internet accounts (e-mail, Web site, etc.) or unauthorized use of existing accounts.
Government Documents or Benefits	GOVT	Includes driver's license issued or forged, social security card issued or forged, fraudulent tax returns, government benefits, and other government documents issued or forged.
Other	OTHR	Includes all types of Identity Theft that do not fall into any other category.

VALIDATION LAYOUTS

VALIDATION FIXED FORMATS

AFFECTED BY CHANGE:

Part Validation Format
Other Person Validation Format
Hot Database Image Validation
Format
Identity Theft Persons Validation
Format

EFFECTIVE DATE:

April 2005

Background

The following contains changes to the validation formats for Part, Other Person, and Hot Database Image Validation Formats and the addition of the Identity Theft Persons Validation Format. Additions to the validation fixed formats are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

SECTION 4 – VALIDATION LAYOUTS

Tape Format 101. Part Validation Format

Group or Usage	Start Column	End Column	MFC Code	Field Description	Cobol Dataname	Length	Format	Comments
Common Data								
	1	2	RTYP	Record Type	FMT-PART-RTYP	2	AN	Record Type "23"
	3	6	RCNT	Record Type Count	FMT-PART-RCNT	4	N	
	7	7	STAT	Status	FMT-PART-STAT	1	AN	
	8	8	HTY	HDB Type	FMT-PART-HTY	1	AN	
	9	9	HSB	HDB Subtype	FMT-PART-HSB	1	AN	
	10	18	TORI	Terminal ORI	FMT-PART-TORI	9	AN	
	19	38	OCA	Originating Agency Case Number	FMT-PART-OCA	20	AN	Right Justified
	39	48	NIC	NCIC Number	FMT-PART-NIC	10	AN	
	49	58	BNIC	Base NCIC Number	FMT-PART-BNIC	10	AN	
	59	61	TMZ	Time Zone (Date and Time of Entry)	FMT-PART-TMZ	3	AN	
	62	81	DTE	Date and Time of Entry	FMT-PART-DTE	20	AN	
	82	101	DTI	Date and Time of Retirement	FMT-PART-DTI	20	AN	
	102	121	DLU	Date and Time Last Modified	FMT-PART-DLU	20	AN	
	122	141	DTS	Date and Time of Suppression	FMT-PART-DTS	20	AN	
	142	149	DOI	Date of Incident (Date of Theft)	FMT-PART-DOI	8	AN	
	150	157	DTV	Date of Last Validation	FMT-PART-DTV	8	AN	
	158	165	DVR	Date of Validate Request	FMT-PART-DVR	8	AN	
	166	173	DCL	Date of Clear	FMT-PART-DCL	8	AN	
	174	181	DOC	Date of Cancel	FMT-PART-DOC	8	AN	
	182	189	DOR	Date of Recovery	FMT-PART-DOR	8	AN	
	190	191	USR	User Code	FMT-PART-USR	2	AN	
	192	195	MKE	Message Key	FMT-PART-MKE	4	AN	
	196	196	NOA	Notify Originating Agency	FMT-PART-NOA	1	AN	
	197	197	CAI	Caution Indicator	FMT-PART-CAI	1	AN	
	198	198	BAI	Base Indicator	FMT-PART-BAI	1	AN	
	199	199	IND	Image Indicator	FMT-PART-IND	1	AN	
	200	200	RETR	Retirement Reason	FMT-PART-RETR	1	AN	
	201	221	RFR	Reason for Removal	FMT-PART-RFR	21	AN	
	222	251	NVL	Name of Validator	FMT-PART-NVL	30	AN	
	252	260	ORI	Owning Agency Identifier	FMT-PART-ORI	9	AN	
	261	269	LKI	Linking Agency Identifier	FMT-PART-LKI	9	AN	
	270	289	LKA	Linking Agency Case Number	FMT-PART-LKA	20	AN	Right Justified
	290	298	RRI	Recovering Agency Identifier	FMT-PART-RRI	9	AN	
	299	318	RCA	Recovering Agency Case Number	FMT-PART-RCA	20	AN	Right Justified
Part Data					FMT-PART-DATA			
	319	518	MIS	Miscellaneous	FMT-PART-MIS	200	AN	
	519	538	OAN	Owner Applied Number - Part	FMT-PART-OAN	20	AN	Right Justified
	539	558	SER	Serial Number - Vehicle/Boat Part	FMT-PART-SER	20	AN	Right Justified
	559	561		Filler		3	AN	
	562	563	CAT	Category - Vehicle/Boat Part	FMT-PART-CAT	2	AN	

SECTION 4 – VALIDATION LAYOUTS

Tape Format 101. Part Validation Format (continued)

	564	568	EPD	Engine Power or Displacement	FMT-PART-EPD	5	AN	
	569	572	BRA	Brand Name - Vehicle/Boat Part	FMT-PART-BRA	4	AN	
	573	576	VYR	Vehicle Year - Vehicle/Boat Part	FMT-PART-VYR	4	A or N	
	577	800		Filler		224	AN	

SECTION 4 – VALIDATION LAYOUTS

Tape Format 120. Other Person Validation Format

Group or Usage	Start Column	End Column	MFC Code	Field Description	Cobol Dataname	Length	Format	Comments
Common Data								
	1	2	RTYP	Record Type	FMT-OTPE-RTYP	2	AN	Record Type "33"
	3	6	RCNT	Record Type Count	FMT-OTPE-RCNT	4	N	
	7	7	STAT	Status	FMT-OTPE-STAT	1	AN	
	8	8	HTY	HDB Type	FMT-OTPE-HTY	1	AN	
	9	9	HSB	HDB Subtype	FMT-OTPE-HSB	1	AN	
	10	18	TORI	Terminal ORI	FMT-OTPE-TORI	9	AN	
	19	38	OCA	Originating Agency Case Number	FMT-OTPE-OCA	20	AN	
	39	48	NIC	NCIC Number	FMT-OTPE-NIC	10	AN	
	49	58	BNIC	Base NCIC Number	FMT-OTPE-BNIC	10	AN	
	59	61	TMZ	Time Zone (Date and Time of Entry)	FMT-OTPE-TMZ	3	AN	
	62	81	DTE	Date and Time of Entry	FMT-OTPE-DTE	20	AN	
	82	101	DTR	Date and Time of Retirement	FMT-OTPE-DTR	20	AN	
	102	121	DLU	Date and Time Last Modified	FMT-OTPE-DLU	20	AN	
	122	141	DTS	Date and Time of Suppression	FMT-OTPE-DTS	20	AN	
	142	149	DOI	Date of Incident (Date of Theft)	FMT-OTPE-DOI	8	AN	
	150	157	DTV	Date of Last Validation	FMT-OTPE-DTV	8	AN	
	158	165	DVR	Date of Validate Request	FMT-OTPE-DVR	8	AN	
	166	173	DCL	Date of Clear	FMT-OTPE-DCL	8	AN	
	174	181	DOC	Date of Cancel	FMT-OTPE-DOC	8	AN	
	182	189	DOR	Date of Recovery	FMT-OTPE-DOR	8	AN	
	190	191	USR	User Code	FMT-OTPE-USR	2	AN	
	192	195	MKE	Message Key	FMT-OTPE-MKE	4	AN	
	196	196	NOA	Notify Originating Agency	FMT-OTPE-NOA	1	AN	
	197	197	CAI	Caution Indicator	FMT-OTPE-CAI	1	AN	
	198	198	BAI	Base Indicator	FMT-OTPE-BAI	1	AN	
	199	199	IND	Image Indicator	FMT-OTPE-IND	1	AN	
	200	200	RETR	Retirement Reason	FMT-OTPE-RETR	1	AN	
	201	221	RFR	Reason for Removal	FMT-OTPE-RFR	21	AN	
	222	251	NVL	Name of Validator	FMT-OTPE-NVL	30	AN	
	252	260	ORI	Owning Agency Identifier	FMT-OTPE-ORI	9	AN	
	261	269	LKI	Linking Agency Identifier	FMT-OTPE-LKI	9	AN	
	270	289	LKA	Linking Agency Case Number	FMT-OTPE-LKA	20	AN	
	290	298	RRI	Recovering Agency Identifier	FMT-OTPE-RRI	9	AN	
	299	318	RCA	Recovering Agency Case Number	FMT-OTPE-RCA	20	AN	
Person Data								
	319	319	CAT	Category - Person	FMT-OTPE-CAT	1	AN	
	320	339	FPC	Fingerprint Classification Code	FMT-OTPE-FPC	20	AN	
	340	340	SEX	Sex	FMT-OTPE-SEX	1	AN	
	341	341	RAC	Race	FMT-OTPE-RAC	1	AN	
	342	343	POB	Place of Birth	FMT-OTPE-POB	2	AN	

SECTION 4 – VALIDATION LAYOUTS

Tape Format 120. Other Person Validation Format (continued)

	344	346	HGT	Height	FMT-OTPE-HGT	3	AN	
	347	349		Height Quantity	FMT-OTPE-HGT-QTY	3	N	
	350	352	WGT	Weight	FMT-OTPE-WGT	3	AN	
	353	355		Weight Quantity	FMT-OTPE-WGT-QTY	3	N	
	356	358	EYE	Eye Color	FMT-OTPE-EYE	3	AN	
	359	361	HAI	Hair Color	FMT-OTPE-HAI	3	AN	
	362	364	SKN	Skin Tone	FMT-OTPE-SKN	3	AN	
	365	373	FBI	FBI Number	FMT-OTPE-FBI	9	AN	
Other Person Data								
	374	388	WNO	Warrant Number	FMT-OTPE-WNO	15	AN	
	389	408	RPR	Reason Probation Release Revoked	FMT-OTPE-RPR	20	AN	
	409	412	OOO	Original Offense Code	FMT-OTPE-OOO	4	AN	
	413	420	DPR	Date Probation Release Revoked	FMT-OTPE-DPR	8	AN	
	421	429	CTI	Court ORI	FMT-OTPE-CTI	9	AN	
	430	438	ARI	Arresting Agency Identifier	FMT-OTPE-ARI	9	AN	
	439	446	DPE	Date Expiration Probation	FMT-OTPE-DPE	8	AN	
	447	454	DOA	Date of Arrest	FMT-OTPE-DOA	8	AN	
	455	484	SON	Name of Supervising Officer	FMT-OTPE-SON	30	AN	
	485	496	SOT	Supervising Officer Business Telephone	FMT-OTPE-SOT	12	AN	
	497	504	EDS	Date Supervision Ends	FMT-OTPE-EDS	8	AN	
	505	554	LOC	Release Location	FMT-OTPE-LOC	50	AN	
	555	604	INC	Place of Incarceration	FMT-OTPE-INC	50	AN	
	605	613	SCI	Sentencing Court Identifier	FMT-OTPE-SCI	9	AN	
	614	637	OFF	Offense Code	FMT-OTPE-OFF	24	AN	
	638	717	EML	E-mail Address	FMT-OTPE-EML	80	ANS	
	638718	800		Filler		46383	AN	

SECTION 4 – VALIDATION LAYOUTS

Tape Format 129. Hot Database Image Validation Format

Group or Usage	Start Column	End Column	MFC Code	Field Description	Cobol Dataname	Length	Format	Comments
Common Data								
	1	2	RTYP	Record Type	FMT-HDIM-RTYP	2	AN	Record Types: "61" Boat Image "62" Vehicle Image "63" Article Image "64" Person Image
	3	6	RCNT	Record Type Count	FMT-HDIM-RCNT	4	N	
	7	7	STAT	Status	FMT-HDIM-STAT	1	AN	
	8	8	HTY	HDB Type	FMT-HDIM-HTY	1	AN	
	9	9	HSB	HDB Subtype	FMT-HDIM-HSB	1	AN	
	10	18	TORI	Terminal ORI	FMT-HDIM-TORI	9	AN	
	19	38	OCA	Originating Agency Case Number	FMT-HDIM-OCA	20	AN	Right Justified
	39	48	NIC	NCIC Number	FMT-HDIM-NIC	10	AN	
	49	58	BNIC	Base NCIC Number	FMT-HDIM-BNIC	10	AN	
Image Data					FMT-HDIM-DATA			
	59	78	DTE	Date and Time of Entry	FMT-HDIM-DTE	20	AN	
	79	98	DTR	Date and Time of Retirement	FMT-HDIM-DTR	20	AN	
	99	106		Date of Image	FMT-HDIM-DTE-IMAGE	8	AN	
	107	114	DOC	Date of Cancellation	FMT-HDIM-DOC	8	AN	
	115	124		Image NIC Number	FMT-HDIM-IMG-NIC	10	AN	
	125	125	STS	Status	FMT-HDIM-STS	1	AN	
	126	126		Type	FMT-HDIM-TYPE	1	AN	
	127	150		Make	FMT-HDIM-MAKE	24	AN	
	151	170		Model	FMT-HDIM-MODEL	20	AN	
	171	173		Style	FMT-HDIM-STYLE	3	AN	
	174	176		Length	FMT-HDIM-LENGTH	3	N	
	177	180		Year	FMT-HDIM-YEAR	4	AN	
	181	420	MIS	Miscellaneous	FMT-HDIM-MIS	240	ANS	
	484421	800		Filler		620380	AN	

SECTION 4 – VALIDATION LAYOUTS

Tape Format 143. Identity Theft Persons Validation Format

Group or Usage	Start Column	End Column	MFC Code	Field Description	Cobol Dataname	Length	Format	Comments
Common Data								
	1	2	RTYP	Record Type	FMT-PEWP-RTYP	2	AN	Record Type "??"
	3	6	RCNT	Record Type Count	FMT-PEWP-RCNT	4	N	
	7	7	STAT	Status	FMT-PEWP-STAT	1	AN	
	8	8	HTY	HDB Type	FMT-PEWP-HTY	1	AN	
	9	9	HSB	HDB Subtype	FMT-PEWP-HSB	1	AN	
	10	18	TORI	Terminal ORI	FMT-PEWP-TORI	9	AN	
	19	38	OCA	Originating Agency Case Number	FMT-PEWP-OCA	20	AN	Right Justified
	39	48	NIC	NCIC Number	FMT-PEWP-NIC	10	AN	
	49	58	BNIC	Base NCIC Number	FMT-PEWP-BNIC	10	AN	
	59	61	TMZ	Time Zone (Date and Time of Entry)	FMT-PEWP-TMZ	3	AN	
	62	81	DTE	Date and Time of Entry	FMT-PEWP-DTE	20	AN	
	82	101	DTI	Date and Time of Retirement	FMT-PEWP-DTI	20	AN	
	102	121	DLU	Date and Time Last Modified	FMT-PEWP-DLU	20	AN	
	122	141	DTS	Date and Time of Suppression	FMT-PEWP-DTS	20	AN	
	142	149	DOI	Date of Incident (Date of Theft)	FMT-PEWP-DOI	8	AN	
	150	157	DTV	Date of Last Validation	FMT-PEWP-DTV	8	AN	
	158	165	DVR	Date of Validate Request	FMT-PEWP-DVR	8	AN	
	166	173	DCL	Date of Clear	FMT-PEWP-DCL	8	AN	
	174	181	DOC	Date of Cancel	FMT-PEWP-DOC	8	AN	
	182	189	DOR	Date of Recovery	FMT-PEWP-DOR	8	AN	
	190	191	USR	User Code	FMT-PEWP-USR	2	AN	
	192	195	MKE	Message Key	FMT-PEWP-MKE	4	AN	
	196	196	NOA	Notify Originating Agency	FMT-PEWP-NOA	1	AN	
	197	197	CAI	Caution Indicator	FMT-PEWP-CAI	1	AN	
	198	198	BAI	Base Indicator	FMT-PEWP-BAI	1	AN	
	199	199	IND	Image Indicator	FMT-PEWP-IND	1	AN	
	200	200	RETR	Retirement Reason	FMT-PEWP-RETR	1	AN	
	201	221	RFR	Reason for Removal	FMT-PEWP-RFR	21	AN	
	222	251	NVL	Name of Validator	FMT-PEWP-NVL	30	AN	
	252	260	ORI	Owning Agency Identifier	FMT-PEWP-ORI	9	AN	
	261	269	LKI	Linking Agency Identifier	FMT-PEWP-LKI	9	AN	
	270	289	LKA	Linking Agency Case Number	FMT-PEWP-LKA	20	AN	Right Justified
	290	298	RRI	Recovering Agency Identifier	FMT-PEWP-RRI	9	AN	
	299	318	RCA	Recovering Agency Case Number	FMT-PEWP-RCA	20	AN	Right Justified
Person Data								
	319	319	CAT	Category - Person	FMT-PEWP-CAT	1	AN	
	320	339	FPC	Fingerprint Classification Code	FMT-PEWP-FPC	20	AN	
	340	340	SEX	Sex	FMT-PEWP-SEX	1	AN	
	341	341	RAC	Race	FMT-PEWP-RAC	1	AN	
	342	343	POB	Place of Birth	FMT-PEWP-POB	2	AN	
	344	346	HGT	Height	FMT-PEWP-HGT	3	AN	
	347	349		Height Quantity	FMT-PEWP-HGT-QTY	3	N	
	350	352	WGT	Weight	FMT-PEWP-WGT	3	AN	
	353	355		Weight Quantity	FMT-PEWP-WGT-QTY	3	N	
	356	358	EYE	Eye Color	FMT-PEWP-EYE	3	AN	

SECTION 4 – VALIDATION LAYOUTS

Tape Format 143. Identity Theft Persons Validation Format (continued)

Group or Usage	Start Column	End Column	MFC Code	Field Description	Cobol Dataname	Length	Format	Comments
	359	361	HAI	Hair Color	FMT-PEWP-HAI	3	AN	
	362	364	SKN	Skin Tone	FMT-PEWP-SKN	3	AN	
	365	373	FBI	FBI Number	FMT-PEWP-FBI	9	AN	Right Justified
Identity Theft Person Data								
	374	377	IDT	ID Theft Type	FMT-PEWP-IDT	4	A	
	378	800		Filler		423		

NCIC
SUPERVISED RELEASE FILE

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NCIC 2000
SUPERVISED RELEASE FILE

SECTION 1--INTRODUCTION

1.1 CRITERIA FOR ENTRY

Local, state, and federal supervision officers may enter records in NCIC for subjects who are put under specific restrictions during their probation, parole, supervised release sentence, or pre-trial sentencing. The court shall order as an explicit condition of a sentence of probation or supervised release “that the defendant not commit another local, state, or federal crime during the term of supervision” (Title 28, U.S.C., Sections 3563 and 3583). Among discretionary conditions that the court may impose are the following:

That the defendant:

1. Refrain from engaging in a specified occupation, business, or profession bearing a reasonable direct relationship to the conduct constituting the offense, or engage in such a specified occupation, business, or profession only to a stated degree or under stated circumstances.
2. Refrain from frequenting specified kinds of places or from associating unnecessarily with specified persons.
3. Refrain from excessive use of alcohol or any use of a narcotic drug or other controlled substance without a prescription by a licensed medical practitioner.
4. Refrain from possessing a firearm, destructive device, or other dangerous weapon.
5. Undergo available medical, psychiatric, or psychological treatment, including treatment for drug or alcohol dependency, as specified by the court, and remain in a specified institution if required for that purpose.
6. Remain in the custody of the Bureau of Prisons during nights, weekends, or other intervals of time totaling no more than the lesser of 1 year or the term of imprisonment authorized for the offense, during the first year of the term of probation.
7. Reside in a specified place or area or refrain from residing in a specific place or area.
8. Remain within the jurisdiction of the court, unless granted permission to leave by the court or a probation officer.
9. Notify the probation officer promptly if arrested or questioned by a law enforcement officer.

Any local, state, or federal criminal justice supervision agency may enter information on probationers and subjects of supervised releases.

1.2 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EC	PROBATION OR SUPERVISED RELEASE STATUS
	EC-C	PROBATION OR SUPERVISED RELEASE STATUS - CAUTION
Modify	MC	
Cancel	XC	
Inquiry*	QW ZW QWB QWI QV ZV	
Clear	CC	
Entry of supplemental record of aliases and/or additional identifiers	ECN	
Entry of supplemental stolen/fraudulent identifiers	ECNS	
Cancellation of supplemental record	XCN	
Cancellation of stolen/ fraudulent identifiers	XCNS	

*There is no specific MKE to query the Supervised Release File; however, a wanted person inquiry will return a hit response on this file if a match occurs.

1.3 RECORD RETENTION PERIOD

Supervised Release File records are removed once records meet the date in the Date of Probation/Parole Expiration (DPE) Field. NONEXP may be entered in the DPE Field for subjects with nonexpiring dates of supervision. A \$.P. Purge Notification is sent to the entering agency 30 days prior to the date the record is to expire.

An exception to record retention periods will occur in the event a serious error is detected in the record on file or in the event the record is not validated as scheduled. Additional information on the serious errors program can be found in the Introduction chapter of this manual.

Example of a \$.P. Purge Notification

\$.P.
VA013123G

THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN THIRTY DAYS BY THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE SUPERVISED RELEASE RECORD. UNLESS ACTION IS TAKEN TO INCREASE THE EXPIRATION DATE, MODIFICATION OR CANCELLATION OF THE RECORD WILL BE PROHIBITED AFTER THE THIRTIETH DAY.

ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19520521
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/DRK
SMT/SC R HD
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2000
OOC/ROBBERY OCA/611112131
VLD/20000521
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO
MIS/FREQUENT BARS
LIC/ABC123 LIS/VA LIY/1999 LIT/PC
VIN/2F37Z7P051519 VYR/1977
VMA/PONT VMO/LEM VST/2D VCO/WHI
DPE/20101009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234
IMN/I435461801 IMT/M
NIC/C146203706 DTE/19991020 0001 EST

1.4 AUTOMATIC RETIREMENT

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields in a supervised release base record or supplemental record will be retired 1 year after the license plate expires as indicated in the LIY Field. If the expired license plate is the only searchable identifier in the Supervised Release File record, the entire record will be retired.

A nonexpiring license plate (LIY/NX) contained in a Supervised Release File record will remain on file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.

1.5 VALIDATION

A portion of the Supervised Release File records will be validated monthly as described in the Validation Schedule of the Introduction chapter of this manual. The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiries, the VLN Field will be suppressed.

1.6 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
ARI	Arresting Agency Identifier	Must be a valid NCIC-assigned ORI.
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
CRI	ORI of Court Issuing Warrant	Must be a valid NCIC-assigned ORI.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.
DOA	Date of Arrest	Must be a valid Gregorian date (YYYYMMDD).
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date, or any date 1 day through 9 years 364 days prior to current date. If the DOB is not the only numeric identifier, 00 is valid for the month and day when the actual date is unknown. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
DOC	Date of	Must be a valid Gregorian date (YYYYMMDD)

	Cancellation	equal to current date or current date minus one.
DPE	Date of Probation/ Parole Expiration	Must be a valid Gregorian date (YYYYMMDD) or NONEXP.

Code	Field	Edits
DPR	Date Probation or Release Revoked	Must contain no data.
DSS	Date of Start of Supervision	Must be a valid Gregorian date (YYYYMMDD).
EDS	Date of Release from Supervision	Must be a valid Gregorian date (YYYYMMDD).
EML	E-mail Address	Free text. Must not contain a period (.).
EYE	Eye Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FBI	FBI Number	May be up to seven numerics; or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabets followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, or C; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FPC	Fingerprint Classification	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
HGT	Height	The first character represents feet, and the second and third characters represent inches. May be a minimum of 400 but not more than a maximum of 711. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

Code	Field	Edits
IMN	Image NCIC Number	A self-checking number automatically assigned by NCIC to each accepted image record, consisting of alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter.
INC	Place of Incarceration	Free text.
LIC	License Plate Number	Must not be the characters UNK, UNKN, or UNKNOWN. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters, only the first ten characters should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
LIT	License Plate Type	Must be a valid code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
LIY	License Plate Year of Expiration	Must represent the highest year in which the license plate is valid. The value can be current year, current year minus 1 or later than current year, or the alphabetic NX to represent a nonexpiring registration.
LOC	Release Location	Free text.
MIS	Miscellaneous	SVIN must be entered in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The third character must be a hyphen. Entry of one zero only or a run of zeros is prohibited in positions 4 through 15. An originating

Code	Field	Edits
		agency police or identification number in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC 2000 Code Manual</i> , Personal Descriptors, provides coding instructions.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (C in the Supervised Release File) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify the record in subsequent transactions.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid character is the hyphen.
OLN	Operator's License Number	One zero only or a run of zeros only indicating a license is unknown may not be used. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
OLY	Operator's License Year of Expiration	Must represent the year the license expires or the alphabetics NX to represent a nonexpiring license. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OOC	Original Offense	Must be a valid NCIC-assigned code as listed in Uniform Offense Codes, <i>NCIC 2000 Code Manual</i> .
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.

Code	Field	Edits
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> . More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
RPR	Reason Probation or Release Revoked	Must contain no data.
SCI	Sentencing Court Identifier	Must be a valid NCIC-assigned ORI.
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SOC	Social Security Number	Must not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SON	Name of Supervising Officer	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC 2000 Code Manual</i> , Personal Descriptors, provides coding instructions.
SOT	Business Telephone of Supervising Officer	Must be three numerics, a space, three numerics, a hyphen, followed by four numerics.

Code	Field	Edits
VCO	Vehicle Color	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If two colors are used, they must be separated by a slash (/).
VIN	Vehicle Identification	Single zero only, run of zeros only, single alphabetic only, all alphabetic only, or spaces Number cannot be used. The Vehicle File chapter of this manual has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. Full VIN must then be shown in the MIS Field.
VLN	Name of Validator	Any valid characters representing validator.
VMA	Vehicle Make	<p>The first four characters must be alphabetic and a valid NCIC-assigned code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the code is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK. If the VMO is other than TL, the VMA code must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i>.</p> <p>If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.</p> <p>For every assembled vehicle that does not have a manufacturer-assigned VIN, the code must be ASVE.</p> <p>(Jeep)</p> <p>If the VMA code is JEP, the VYR must be 1969 or less. If the VMA code is AMER, the VYR must be 1988 or less. If the VMA code is JEEP, the VYR must be 1989 or greater.</p>

	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the code must be AERO.
Code	Field	Edits
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, or one of the approved VMA snowmobiles or motorcycles listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If VST is MV, the VMA code must be SPEC, ATV, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the MIS Field must have one nonblank character.
VMO	Vehicle Model	<p>Must be alphanumeric characters. Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i>.</p> <p>The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.</p>
	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in the Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> , the VMO must be SKT, SKW, TRA, TRW, or WHE.

(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.

Code	Field	Edits
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
VYR	Vehicle Year	Must represent the product (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current model year. For entries of model year 1981 or later, and when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
WNO	Warrant Number	One to fifteen alphanumeric characters.

1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the following fields of a Supervised Release File entry message are the same as the corresponding fields of a Supervised Release record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; MNU and ORI; SOC and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; and DOB, NAM, and ORI.
2. Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted.
3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is other than Supervised Release, such as VGTOF, Wanted Person, etc. A duplicate record will also be accepted if there are vehicle data in the Supervised Release record message that match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the entry/modify acknowledgment.

1.8 IMAGE CAPABILITY

The Image File chapter of the manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

1.9 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records.

SECTION 2--ENTRY

2.1 EXAMPLE OF AN ENTRY

```
1N01000005.EC.MD101260G.SMITH, JOHN J.M.B.AL.19620623.509.168.BRO.BLK.
494999W5.DRK.PRC D R EAR.121011CO141159TTCI13.AS-123456789.123456789.
34862561.MD.2003. 0907.612767853456.ON PAROLE, SUBJECT SHOULD REMAIN
WITHIN TOWN LIMITS OF BALTIMORE, NOT ALLOWED IN BARS.ABC123.MD.1996.
PC.2Y27H5L100009.1975.PONT.VEN.2D.BLU..MD123456J.BALTIMORE PENITENTIARY.
19900615.20101009.20051009.FITZPATRICK, JOHN.301 555-3013..MD1012600...
WORK FARM MD.....Y.FBI LAB, QUANTICO, VA 703-632-4000, VA1234567,
MTDNA.JFITZPATRICK@DPS(DOT)MD(DOT)US
```

Acknowledgment:

```
1L01000005
MD101260G
NAM/SMITH, JOHN J NIC/C146203706
OCA/612767853456
```

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC

HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
ORIGINAL OFFENSE CODE	OPTIONAL	OOC	4-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

ENTRY

VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	SET	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	SET	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	CONDITIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SENTENCING COURT IDENTIFIER	OPTIONAL	SCI	9-9	ALPHABETIC, NUMERIC
PLACE OF INCARCERATION	OPTIONAL	INC	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF ARREST	OPTIONAL	DOA	8-8	NUMERIC
DATE OF PROBATION/PAROLE EXPIRATION	MANDATORY	DPE	6-6 8-8	ALPHABETIC NUMERIC
DATE OF START OF SUPERVISION	MANDATORY	DSS	8-8	NUMERIC
NAME OF SUPERVISING OFFICER	MANDATORY	SON	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
BUSINESS TELEPHONE NUMBER OF SUPERVISING OFFICER	MANDATORY	SOT	12-12	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RELEASE FROM SUPERVISION	OPTIONAL	EDS	8-8	NUMERIC
ARRESTING AGENCY IDENTIFIER	OPTIONAL	ARI	9-9	ALPHABETIC, NUMERIC
DATE PROBATION OR RELEASE REVOKED		DPR	0	BLANK
REASON PROBATION OR RELEASE REVOKED		RPR	0	BLANK
RELEASE LOCATION	OPTIONAL	LOC	1-50	ALPHABETIC, NUMERIC

WARRANT NUMBER	OPTIONAL	WNO	1-15	ALPHABETIC, NUMERIC
ORI OF COURT ISSUING WARRANT	OPTIONAL	CRI	9-9	ALPHABETIC, NUMERIC
NAME	OPTIONAL	NAM*	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB*	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC*	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU*	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN*	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS*	2-2	ALPHABETIC
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY*	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
DNA PROFILE INDICATOR	OPTIONAL SET	DNA	1-1	ALPHABETIC
DNA LOCATION	SET	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
E-MAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS [EXCEPT PERIOD (.)]

*Fraudulent data

2.3 MANDATORY FIELDS FOR ENTRY

1. The following fields are mandatory for the acceptance of a supervised release entry into NCIC: HDR, MKE, ORI, NAM (base record NAM must be included in all entry messages and must be the individual's true name), SEX, RAC, HGT, WGT, HAI, OCA, DPE, DSS, SON, SOT, and at least one of the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; or VIN with VYR, VMA, and VST.
2. The base record entry format includes one of each of the stolen/fraudulent (S/F) identifier fields. These fields immediately follow the CRI Field and are entered in the following order: S/F name; S/F date of birth; S/F Social Security number; S/F miscellaneous identifying number; and S/F operator's license number, state, and year of expiration. Any agency transmitting a base record entry message may optionally

include one of each type of the S/F identifiers if at least one of the individual's real identifiers are included in the base record.

3. Although the S/F fields are appended to the base record entry message, NCIC will process the data therein as a supplemental S/F identifier record entry message. Thus, S/F identifiers included in a base record entry message cannot be changed or deleted with a modify message. Stolen/fraudulent identifiers can be changed or deleted only by using the supplemental S/F identifier record entry and cancel transactions.
4. The entry of invalid and/or nonissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. For example:

ATTENTION -- THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR IN YOUR QUERY AND RESUBMIT IF NECESSARY.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The entering agency (ORI) must account for all fields in the Supervised Release File record entry format. In the original entry, all available data called for in the record must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MC). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a Supervised Release File record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records in NCIC 2000 format by using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.
3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.
4. All numerical identifiers except OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the first two alphabets from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU field. The full MNU should be entered in the MIS Field.

2.5 MESSAGE FIELD CODE EDITS FOR ENTRY

1. PERSONAL DESCRIPTORS

Entry instructions for NAM, SEX, RAC, DOB, HGT, WGT, EYE, HAI, FBI, SKN, SMT, FPC, MNU, SOC, OLN, and CMC can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the POB can be found in State and Country Codes, *NCIC 2000 Code Manual*.

2. ORIGINAL OFFENSE CODE - UNIFORM OFFENSE CLASSIFICATIONS (OOC)

The OOC Field is used to describe the offense which occurred prior to the parole or probation status. The appropriate code for the particular offense should be entered in the OOC. The codes listed in Uniform Offense Codes, *NCIC 2000 Code Manual*, are the only codes approved for use in the OOC.

3. MISCELLANEOUS (MIS) DATA

1. Aliases, vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/ECN) illustrated and explained in Section 8 of this chapter because this procedure increases the chances of a hit on the record.

Nicknames (monikers) are to be entered in the MIS Field, not in the AKA Field of the Supervised Release File record. Information in the MIS Field is not searchable.

2. Cross-referencing with another subject record may be accomplished by placing the name and NIC of the other subject's record in the MIS Field of the other record with an appropriate explanatory notation.

4. VEHICLE OR LICENSE PLATE DATA

A vehicle and/or license plate belonging to the subject may be entered as part of a Supervised Release File record (EC, EC-C) provided the entering agency has reasonable grounds to believe the subject of the record may be operating the vehicle or vehicle bearing the license plate.

Mere knowledge or verification with the appropriate motor vehicle department that a vehicle and/or license plate is registered to the supervised release subject does not meet the criteria for entry of part of his/her record.

5. VEHICLE OR LICENSE PLATE DATA AND THE \$.8. PROGRAM

An agency making a Supervised Release File entry containing data on a vehicle or license plate registered in another state must advise the Control Terminal Agency (CTA) in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. Additional information on the \$.8. administrative message can be found in the Introduction chapter of this manual.

6. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

7. DNA PROFILE INDICATOR (DNA) and DNA LOCATION (DLO)

The DNA Field has a default value of N, meaning no DNA data are available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding location of the DNA sample, contact information, ORI information, and type of DNA sample must be entered in the DLO Field. If the DNA Field is set to Y and the DLO is blank, the record will be rejected.

8. E-MAIL ADDRESS (EML)

The E-mail Address (EML) Field should contain the primary e-mail address of the agency or if known, the e-mail address of the supervising official. (DOT) represents a period (.) in the EML Field [e.g., EML/MNMHP@MN(DOT)STATE(DOT)US].

9. DATE PROBATION OR RELEASE REVOKED (DPR)
REASON PROBATION OR RELEASE REVOKED (RPR)

The DPR and RPR Fields must not contain data. However, these fields must be accounted for in the period formatted transaction. If the DPR or RPR Fields contain data, the transaction will be rejected.

SECTION 3--MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a Supervised Release File base record. A modification message is also used to validate a record.

A modification message used to delete information in the MNU, DOB, SOC, SMT, or CMC Field of the base record will cause the oldest data in the supplemental record to move up to the base record.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.MC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.
SOC/123456789.OLY/1996
```

Acknowledgment:

```
1L01HEADER
MD101260G
MODIFY NAM/SMITH, JOHN J NIC/C146203706
```

The above modification example contains header (1N01HEADER), message key (MC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/C146203706), the fields being modified, and the data being changed (SOC/123456789 and OLY/1996).

3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

MODIFICATION

NAME OF VALIDATOR	OPTIONAL	VLN	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION	OPTIONAL			

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

Further instructions to modify an alias and/or an additional identifier previously appended to a Supervised Release File record by means of a supplemental record are provided in Section 8 of this chapter.

1. MODIFICATION TO REMOVE ALL VEHICULAR DATA

If there is a need to delete all vehicular data from a Supervised Release File record, a special modification message may be used to remove all vehicular data from the base record without identifying each individual field. The characters LIC-VCO/. following the two record identifiers. LIC-VCO/. cause the NCIC System to delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO. For example:

```
1N01HEADER.MC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.LIC-VCO/.
```

Acknowledgment:

```
1L01HEADER  
MD101260G  
MODIFY NAM/SMITH, JOHN J NIC/C146203706
```

The above modification example to remove all vehicular data contains: header (1N01HEADER), message key (MC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/C146203706), and the fields being removed (LIC-VCO) immediately followed by slash period (/.).

2. MODIFICATION TO REMOVE PART OF VEHICULAR DATA

The special modification message explained above cannot be used to remove less than all of the vehicular data from a Supervised Release File base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modifying procedure must be followed, with each field to be deleted explicitly set forth in the modify message. For example:

```
1N01000005.MC.MD1012600.NAM/DOE, JOHN J.NIC/C146203706.  
LIC/.LIS/.LIY/.LIT/.
```

3. VALIDATION

For NCIC 2000 validation, a Name of Validator (VLN) Field may be added to a Supervised Release File record to indicate that the record has met the criteria for validation. When the VLN Field is entered, NCIC stores the current date in the record in the Date of Last Validation (VLD) Field. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the

modification message containing a VLN will indicate the record has been validated. The VLN Field can be in any form that will uniquely identify the individual responsible for the validation of the record, e.g., name, user ID, employee number, etc. For example:

```
1N01HEADER.MC.MD101260G.NAM/SMITH, JOHN J.NIC/C000069216.  
SOC/144557911.VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER  
MD101260G  
VALIDATE NAM/SMITH, JOHN NIC/C000069216
```

In the example, the record is modified at the same time it is validated.

SECTION 4--CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid and was entered in error.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

```
1N01HEADER.XC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.19991205
```

Acknowledgment:

```
1L01HEADER  
MD101260G  
CANCEL NAM/SMITH, JOHN J NIC/C146203706
```

The above cancellation example contains header (1N01HEADER), message key (XC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/ SMITH, JOHN J and NIC/C146203706), and date of cancellation (19991205).

When a Supervised Release File record is canceled, the entire record, including all data appended to the record by means of a supplemental record entry, is automatically canceled.

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The record to be canceled must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. Cancellation date (which must be the current date or yesterday's date) must follow the two record identifiers.

4.5 ADDITIONAL GUIDELINE FOR CANCELLATION

Benefits and effectiveness data are not collected for the Supervised Release File.

SECTION 5--INQUIRY**5.1 REQUIREMENTS FOR INQUIRY**

When an agency transmits an NCIC wanted person inquiry, the data in the Supervised Release File will be searched in addition to all other NCIC person files (except the Unidentified Person File). As a part of a positive Supervised Release File response, the receiving agency is advised that the subject cannot be arrested solely upon the basis of the information provided. Additional information can be found in the Wanted Person File chapter.

5.2 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

The message keys QW, ZW, QWB, and QWI are used for Wanted Person File inquiries. A Wanted Person File inquiry will also cause an automatic cross-search of the Foreign Fugitive, Missing Person, Violent Gang and Terrorist Organization, Protection Order, Immigration Violator, Convicted Sexual Offender Registry, and U.S. Secret Service Protective Files. If vehicle identifiers are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched.

```
1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511012.
VIN/ABC123DEF45678901
```

Negative Response:

```
1L01HEADER
WA1230000
```

```
NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W
NO NCIC WANT VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
```

Positive Response:

```
1L01000005
WA1230000
```

```
WARNING - DO NOT ARREST BASED ON THIS INFORMATION
MKE/PROBATION OR SUPERVISED RELEASE STATUS
ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19511012
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/DRK
SMT/SC R HD
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2000
OOC/ROBBERY OCA/611112131
```


VLD/20000521
 MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO
 MIS/FREQUENT BARS
 LIC/ABC123 LIS/VA LIY/1999 LIT/PC
 VIN/2F37Z7P051519 VYR/1977
 VMA/PONT VMO/LEM VST/2D VCO/WHI
 DPE/20101009 SCI/VA123456J LOC/ANY COUNTY VA PAROLE OFFICE
 DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013
 ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615
 ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234
 IMN/I435461801 IMT/M
 NIC/C146203706 DTE/19991020 0001 EST
 REPEAT - PROBATION OR SUPERVISED RELEASE STATUS RECORD - DO NOT ARREST
 BASED ON THIS INFORMATION - PLEASE CONTACT SUPERVISING AGENCY VIA NLETS,
 TELEPHONE OR EMAIL TO ADVISE OF CONTACT WITH SUPERVISED INDIVIDUAL.
 PLEASE BE ADVISED THAT SUPERVISING AGENCY MAY NOT BE
 OPERATIONAL 24/7.

Example of Notification Sent to Parole or Probation Officer:

\$.O.
 VA013123G
 ORI/WA1230000 IS ANY CITY PD WA 555-555-1234

AS A RESPONSE TO THE FOLLOWING TRANSACTION:
 1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN.DOB/19650220.SEX/M.RAC/W
 A HIT OCCURRED ON A PROBATION OR SUPERVISED RELEASE
 STATUS RECORD. PLEASE CONTACT REQUESTING ORI FOR DETAILS.

ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19650220
 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/DRK
 SMT/SC R HD
 FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
 OLN/98765432 OLS/MD OLY/2000
 OOC/ROBBERY OCA/611112131
 VLD/20000521
 MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO
 MIS/FREQUENT BARS
 LIC/ABC123 LIS/VA LIY/1999 LIT/PC
 VIN/2F37Z7P051519 VYR/1977
 VMA/PONT VMO/LEM VST/2D VCO/WHI
 DPE/20031009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE
 DSS/19930509 SON/FITZPATRICK, JOHN SOT/703 555-3013
 ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615
 ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234
 IMN/I435461801 IMT/M
 NIC/C146203706 DTE/19991020 0001 EST

This notification is used to inform the parole or probation officer that an inquiry has been made on a subject this officer supervises. The first ORI in the notification is the ORI of the supervising agency. The second ORI is the ORI of the agency initiating the transaction which resulted in the hit response (enter, modify, inquiry). Following this is the transaction which resulted in the hit response and the record for the supervised subject.

5.3 PROCEDURES FOR HANDLING A HIT

1. No arrest or detention should be made based solely on a Supervised Release File record response.

If a positive response (hit) includes license plate data in the Supervised Release File record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.

2. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a Y in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

SECTION 6--LOCATE

There are no locate procedures for the Supervised Release File.

SECTION 7--CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

The use of a clear transaction results in the immediate removal of the subject record and all associated identifiers. Clearance of a record is restricted to the agency that entered the record. A clear message should be transmitted when a subject is no longer under a status of supervised release, such as when the probation has expired, has been rescinded, etc.

7.2 EXAMPLE OF A CLEAR MESSAGE

1N01HEADER.CC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.19991205

Acknowledgment:

1L01HEADER
MD101260G
CLEAR NAM/SMITH, JOHN J NIC/C146203706

The above clear example contains header (1N01HEADER), message key (CC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/C146203706), and the date of clear (19991205).

7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The record to be cleared must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file.

7.5 ADDITIONAL GUIDELINES FOR CLEAR

The date of clear (which must be the current date or less than the current date) must follow the two record identifiers.

There are no benefits and effectiveness data collected for Supervised Release File records.

SECTION 8--SUPPLEMENTAL RECORD

8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD TRANSACTION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODES	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	OPTIONAL SET	OLN ¹		

LICENSE PLATE NUMBER	OPTIONAL SET	LIC ²		
VEHICLE IDENTIFICATION NUMBER	OPTIONAL SET	VIN ³		
IMAGE NCIC NUMBER	OPTIONAL SET	IMN ⁴		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL

¹OLN/<OLN>.<OLS>.<OLY>²LIC/<LIC>.<LIS>.<LIY>.<LIT>³VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>⁴IMN/<IMN>.<IMT>

8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

Entry of an alias and/or other additional identifiers as a supplemental record to a Supervised Release File record (to be placed in NCIC by an entry separate from the Supervised Release entry) may be made only by the agency that entered the Supervised Release record.

8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

```
1N01000005.ECN.MD101260G.NAM/SMITH, JOHN J.OCA/123456789.
AKA/DEER,JIM.BUCK,ROBERT J.DOB/19521012.19520912.LIC/ABC654.MD
1999.PC.LIC/ABC123.MD.1999.PC.VIN/3J57K5D012345.1975.OLDS.CUT.2T.BLU.
SMT/CAUL L EAR.TAT R ARM
```

Acknowledgment:

```
1L01000005
MD101260G
SUPP NAM/SMITH, JOHN J OCA/123456789
```

The above supplemental record entry example contains header (1N01HEADER), message key (ECN), Originating Agency Identifier (MD101260G), two record identifiers (NAM/ SMITH, JOHN J and OCA/123456789), and the supplemental data added to the record: two aliases (AKA/DEER, JIM and BUCK, ROBERT J), two dates of birth (DOB/19521012 and 19520912), two sets of license plate data (LIC/ABC654.MD.1999.PC and LIC/ABC 123.MD.1999.PC), vehicle information (VIN/3J57K5D0112345. 1975. OLDS. CUT. 2T. BLU), and two sets of scars, marks, and tattoos data (SMT/CAUL L EAR and TAT R ARM).

8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The Supervised Release File record to which a supplemental record of alias(es) and/or other additional identifiers is to be added must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. Identifiers used in the above example are NAM and OCA Fields. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

1. The AKA Field and all other additional identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or additional identifiers that may be added to a Supervised Release File record are the following:

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Identifying Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9

Caution and Medical Conditions	CMC	10
-----------------------------------	-----	----

Image NCIC Number and Image Type (entered as a set)	IMN	12
---	-----	----

2. IMN and IMT Fields (up to 12: 1 mugshot, 1 signature, 10 identifying images) are added to the supplemental record when an image is entered, and the NIC of the base record is included in the entry transaction. Additional details can be found in the Image File chapter of this manual.
3. A maximum of 99 AKAs, 10 CMCs, 9 DOBs, SMTs, MNUs, SOC, OLN, LICs, and VINs may be added to a Supervised Release File record.

For example, a record relating to JOHN HARRY DOE might have an appended supplemental record of aliases and other additional identifiers consisting of three other names (AKAs), nine DOBs, five SMTs, two MNU (an Army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession.

4. Entry of these additional data would require several supplemental record entry messages because all of these additional identifiers could not be included in one supplemental record entry message.

8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each AKA (or variation of name spelling), DOB, SMT, MNU, SOC, or CMC Field is counted as one identifier. Each set of data relating to an operator's license, a license plate, or a vehicle is likewise counted as one identifier.

8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY

1. After the Supervised Release File record has been identified, each field included in a supplemental record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period, and each field must be ended with a period. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.
2. A field in the main record (other than OLN, VIN, or LIC data) must contain data before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field.
3. All numeric identifiers excluding OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the two alpha characters from the number itself in the MNU Field.
4. When a supplemental record entry contains data on a person, a vehicle, or a license plate already in file in a person file (Missing Person, etc.), Vehicle, or License Plate File record, the agency making the supplemental record entry will be furnished the record on file at the time the supplemental record entry message is acknowledged.
5. Further guidelines for the coding of personal identifiers can be found in Personal Descriptors, *NCIC 2000 Code Manual*.

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

1. ALIAS FIELD (AKA)
 1. Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, e.g., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.

2. Aliases are to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial, if any, space, and suffix indicating seniority if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.
3. Nicknames (monikers) are to be entered in the MIS Field, not in the AKA Field of the Supervised Release File record. Additional information for the coding of aliases can be found in Personal Descriptors, *NCIC 2000 Code Manual*.

2. OPERATOR'S LICENSE (OLN) FIELD

Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this set are OLN, OLS, and OLY. All three elements must be included in the order listed in the format and must be separated by a period. For example:

OLN/L234526677238.VA.1980.

In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC OLN/.

3. LICENSE PLATE (LIC) FIELD

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This set contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed in the format and must be separated by a period. For example:

LIC/CBA321.MD.2000.TK.

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by MFC LIC/.

4. VEHICULAR DATA

1. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This set contains the following six data elements: VIN, VYR, VMA, VMO, VST, and VCO.
2. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods, and each element must be accounted for. For example:

VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.

or

VIN/1D37Q6R001225.1976.CHEV..2D..

3. In the event data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by MFC VIN/.

5. ADDITIONAL IDENTIFYING DATA

Additional dates of birth; scars, marks, and tattoos, etc.; miscellaneous numbers; Social Security numbers; and caution and medical conditions follow the field codes DOB/, SMT/, MNU/, and SOC/, and CMC/, respectively, without repeating the MFC and separated only by periods. For example:

DOB/19570102.19550823.SMT/SC L CHK.POCKMARKS.
MNU/AF-123456789.SOC/123456789

8.9 MODIFICATION OF AN ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD

1. No one-step procedure is available to modify an alias or other identifier in a supplemental record to a Supervised Release File record.
2. To modify an AKA or other identifier in a supplemental record, the incorrect AKA or other identifier must be canceled and reentered. Once canceled, the correct alias or other identifier can be entered. Cancellation procedures are explained in Section 3 of this chapter.

3. A modify message to the base record to delete information in a field will cause the same data, except for vehicular data, in the supplemental record to move up to the base record.

8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS AND OTHER IDENTIFIERS CANCELLATION

```
1N01HEADER.XCN.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.  
AKA/BUCK, ROBERT J.DOB/19520912.LIC/ABC654.MD.2000.PC
```

Acknowledgment:

```
1L01HEADER  
MD101260G  
CANCEL SUPP NAM/SMITH, JOHN J NIC/C146203706  
AKA/BUCK, ROBERT J  
DOB/19520912  
LIC/ABC654.MD.2000.PC
```

The above example of cancellation of an alias and other additional identifiers in a supplemental record contains header (1N01HEADER), message key (XCN), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/ C146203706), data to be canceled: an alias (AKA/BUCK, ROBERT J), date of birth (DOB/19520912), and four fields of license plate data (LIC/ABC654.MD.2000.PC).

8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling an alias and/or other additional identifiers contained in a supplemental record, the Supervised Release record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The supplemental data to be canceled, with each field preceded by the proper MFC, then follow.

8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one cancel message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA

(or name spelling variation), DOB, SMT, MNU, SOC, or CMC is counted as one identifier. Each set of operator's license, license plate, or vehicle data is counted as one identifier.

8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers and/or caution and medical conditions to be canceled are to be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.
2. Each set of operator's license or license plate data must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR. For example:

VIN/1L69X6JO23456..CHEV.

3. When a Supervised Release File record is canceled, its entire supplemental record is automatically canceled.
4. Up to nine images can be canceled in a supplemental cancel transaction: one signature, one mugshot, and/or ten identifying images. The format is IMN/ <IMN>.<IMT>. The IMN is the NIC of the image, and the image type will be either S, M, or I. If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

8.14 MESSAGE FIELD CODES FOR FRAUDULENT DATA RECORD

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODES	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC

SUPPLEMENTAL RECORD

NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME*	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	OPTIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	ALPHABETIC
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)

*Stolen/fraudulent name

8.15 ENTRY OR CANCELLATION OF SUPPLEMENTAL STOLEN/FRAUDULENT IDENTIFIER RECORDS

1. A supplemental stolen/fraudulent (S/F) identifier record may be appended to or removed from a base record only by the agency that entered the base record. The base record to which a supplemental S/F identifier record is being added or canceled must be identified by either the base record NAM and NIC, in that order; the base record NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used to identify the base record must be typed with the exact spelling and spacing as shown in the base record on file.
2. The identifiers which may be included in a supplemental S/F identifier record entry or cancel message are listed below with their MFCs and the maximum number that may be appended to a base record:

Field	Field Code	Maximum Number Permitted
Stolen/Fraudulent Name	NAM	99
Stolen/Fraudulent Date of Birth	DOB	9

Field	Field Code	Maximum Number Permitted
Stolen/Fraudulent Miscellaneous Identifying Number	MNU	9
Stolen/Fraudulent Social Security Number	SOC	9
Stolen/Fraudulent Operator's License Number, Operator's License State, and Operator's License Year of Expiration	OLN	9

- The S/F identifiers being entered or canceled follow the two base record identifiers. Each type of identifier included in a supplemental S/F record entry or cancel, except OLS and OLY, must be identified by the proper MFC followed by a slash and the identifier(s).
- Multiple identifiers may be entered following the MFC. The identifiers must be separated by a period and each field must end with a period. All fields except the operator's license fields may be entered in any order in a supplemental record entry. For example, two SOC's and two DOB's contained in an entry or cancel message might appear as the following:

SOC/123456789.987654321.DOB/19710101.19711231

- The OLN in the supplemental S/F record format is a multiple element data field; there is more than one data element following the field code and slash. Each OLN must be preceded by the MFC OLN and a slash (/). The OLS and OLY must immediately follow the OLN and are entered without a MFC. For example, the entry or cancellation of two OLN's might include the following:

OLN/98765432.MD.1993.OLN/VA11111111.VA.1992

- A maximum of nine additional identifiers of various kinds may be entered or canceled in one supplemental record message. Additional messages are required if more identifiers are to be entered. Each S/F NAM, DOB, SOC, and MNU is counted as one identifier. Each set of data relating to an OLN (i.e., OLN, OLS, and OLY) is counted as one identifier.

7. An example of a supplemental S/F identifier record entry message follows. This example appends two S/F names, three dates of birth, two Social Security numbers, and two operator's license numbers:

```
1N01000005.ECNS.MD101260G.NAM/JONES, RANDY.  
OCA/9015243.DOB/19451231.19460101.19440631.  
NAM/BROOKS,PETER.SMITH, THOMAS.SOC/123456789.  
987654321.OLN/4567890.MD.1993.OLN/VA11111111.VA.1992
```

Acknowledgment:

```
1L01HEADER  
MD101260G  
S/F SUPP NAM/JONES, RANDY OCA/9015243
```

An example of a supplemental S/F identifier record cancellation message follows. This example removes two S/F dates of birth, one Social Security number, and one operator's license number:

```
1N01HEADER.XCNS.MD101260G.JONES, RANDY.OCA/9015243.  
DOB/19451231.19460101.SOC/123456789.OLN/9876543.MD.1993
```

Acknowledgment:

```
1L01HEADER  
MD101260G  
CANCEL S/F SUPP NAM/JONES, RANDY OCA/9015243  
S/F DOB/19451231  
S/F DOB/19460101  
S/F SOC/123456789  
S/F OLN/9876543.MD.1993
```

8.16 MODIFICATION OF A STOLEN/FRAUDULENT IDENTIFIER RECORD

Supplemental S/F identifier records cannot be modified. To change an existing identifier, it must be canceled using the supplemental S/F identifier record cancellation message (MKE/XCNS). The correct information can then be entered using the supplemental S/F identifier record entry message (MKE/ECNS).

NCIC
IDENTITY THEFT FILE

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NCIC 2000
IDENTITY THEFT FILE

SECTION 1--INTRODUCTION

1.1 BACKGROUND

The Identity Theft File will serve as a means for law enforcement to “flag” stolen identities and identify the imposter when encountered.

When an identity theft victim becomes aware that his/her identity has been stolen and reports the incident to law enforcement, the agency’s handling of the identity theft case should parallel the criteria as outlined in this chapter. The police officer should complete an incident report and collect pertinent information from the victim to create a victim profile that is entered into the Identity Theft File. The profile should include information such as the victim’s name, date of birth, Social Security number, and the type of identity theft. Additionally, the police officer should provide the victim with a password that will identify that person as the victim when the police report is filed. (The victim should retain the password to use during any potential future police encounters.) Also, the police officer may collect a right index fingerprint from the victim to store in the NCIC using the NCIC fingerprint capability. Agencies may also enter a mugshot of the victim into NCIC. The fingerprint and/or mugshot may be used as an additional form of identification for the victim. When the mugshot or fingerprint is retrieved, it must clearly specify that the mugshot or fingerprint is that of the victim and not that of the offender.

During a subsequent encounter by law enforcement, including routine traffic stops, a persons query into NCIC will automatically search the Identity Theft File and, if positive, generate a response to the inquiring agency. The officer will receive a response listing the victim profile, including the password, thereby providing the officer with the information necessary to verify that the person encountered is the victim or that the person **may** be using a false identity.

The officer should be cognizant that the individual should not be arrested or detained based solely upon the information provided in the positive response from the Identity Theft File. The response should be considered along with additional information or circumstances surrounding the encounter before the officer takes action.

1.2 CRITERIA FOR ENTRY

1. GENERAL CRITERIA

An entry in the Identity Theft File must be supported by an official complaint recorded by a law enforcement agency. Documentation for the identity theft complaint must meet the following criteria before an entry can be made into the Identity Theft File:

1. Someone is using a means of identification of the victim (denoted in the Identity Theft and Assumption Deterrence Act of 1998 as any name or number that

may be used alone or in conjunction with any other information to identify a specific individual).

2. The identity of the victim is being used without the victim's permission.
3. The victim's identity is being used or intended to be used to commit an unlawful activity.

If the identity of the thief is known and an arrest warrant has been issued, the agency should enter the victim information in the S/F Fields in the Wanted Person File.

Only the agency that takes the identity theft complaint may make an NCIC identity theft entry. The only exception is that any criminal justice agency or regional dispatch center may act as a holder of the record for another agency that has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own Originating Agency Identifier (ORI) in the ORI Field only when there is a written agreement between the two agencies that delineates the legal responsibility of each for the record. Additional information concerning these responsibilities can be found in the ORI File Chapter.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EID EIDC	ENTRY IDENTITY THEFT ENTRY IDENTITY THEFT - CAUTION
Modify	MID	
Cancel	XID	
Inquiry	QID	
Entry of supplemental record of aliases and/or additional identifiers	EIN	
Cancellation of supplemental record	XIN	

1. A caution indicator should be added to the MKE EID when it is appropriate to the particular circumstances of the individual.

2. The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field. For example, a record with MKE/EIDC might include one of the following in the MIS Field or a corresponding code in CMC:

SUICIDAL TENDENCIES
 HEMOPHILIAC
 HEROIN ADDICT
 DIABETIC

3. The MKE EIDC translates IDENTITY THEFT - CAUTION.

1.4 RECORD RETENTION PERIOD

1. An identity theft record will remain active until the entering agency cancels it or until the Date of Purge (DOP) is equal to the current date. When the DOP is reached, a \$.P. administrative message will be sent to the originating agency. The maximum retention period for an identity theft record is 5 years.
2. Other exceptions to the record retention periods will occur in the event a serious error is detected in the record. Additional information on serious errors can be found in the Introduction chapter of this manual.

1.5 VALIDATION

A portion of the Identity Theft File records will be validated monthly as described in the Validation Schedule in the Introduction chapter of this manual.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiries, the VLN Field will be suppressed.

1.6 MESSAGE FIELD CODES AND EDITS

(Note: These identifiers describe the **victim** of the Identity Theft.)

Code	Field	Edits
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date or any date 1 day through 9 years, 364 days prior to the current date. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. If MKE is EWJ or EWJC, the DOB must be a valid Gregorian date. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

Code	Field	Edits
DOP	Date of Purge	Must be a valid Gregorian date, YYYYMMDD. The DOP is optional. If not entered, NCIC will set the DOP to the current date plus five years.
ENS	Expanded Name Search	Must be Y or N.
EYE	Eye Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FBI	FBI Number	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabets followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, or C; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FPC	Fingerprint Classification	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
HGT	Height	The first character represents feet, and the second and third characters represent inches. May be a minimum of 400 but not more than 711. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
IDT	Identity Theft Type	Must be a valid NCIC-assigned code as listed in the <i>NCIC 2000 Code Manual</i> .
IMN	Image NCIC Number	A self-checking number automatically assigned by NCIC to each accepted image record and consists of the alphabetic character I followed by nine numeric characters. Must have a valid check digit.

Code	Field	Edits
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter of this manual.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System.)
LKI	Linkage Agency Identifier	Must be a valid ORI. The LKI and LKA cannot be identical to the ORI and OCA.
MKE	Message Key	Must be a valid message key.
MIS	Miscellaneous	Free text.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC 2000 Code Manual</i> , Personal Descriptors, provides coding instructions.
NOA	Notify Originating Agency	Must be Y or N. NCIC will default to N if left blank.

OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
Code	Field	Edits
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> . More information also in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
PWD	Password	May be up to eight alphabetic, numerics, or special characters as assigned by the entering agency.
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
RSH	Related Search Hit	Must be Y or N.
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SOC	Social Security Number	Must not be less than 001010001. The SOC cannot have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth positions. Invalid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
VLN	Name of Validator	Any valid characters representing validator.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

If the following fields of an NCIC Identity Theft File message are the same as those field codes of an Identity Theft File record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; MNU and ORI; SOC and ORI; OCA, NAM, and ORI; and DOB, NAM, and ORI.

Whenever the message REJECT ON FILE is sent by NCIC, the record on file will also be transmitted. A duplicate record will be accepted if the ORI in the second message is different or the person type is other than Identity Theft, for example, Protection Order File, VGTOF, etc.

1.8 IMAGE CAPABILITY

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

1.9 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

SECTION 2--ENTRY

2.1 EXAMPLE OF AN ENTRY

1N01HEADER.EID.MD1017830.SMITH, JOHN J.M.W.TX.
 19311012.510.175.BRO.BRO..DRK.SC R HND..121011CO141159TTCI13.
 AS-123456789.123456789.20051213.....PASSWORD.CFRD

Acknowledgment:

1L01HEADER
 MD1017830
 NAM/SMITH, JOHN J NIC/J146203706

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	MANDATORY	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF PURGE	OPTIONAL WITH DEFAULT	DOP	8-8	ALPHABETIC, NUMERIC
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	MANDATORY	SOC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PASSWORD	MANDATORY	PWD	1-8	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ID THEFT TYPE	MANDATORY	IDT	4-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory for acceptance of an identity theft entry into NCIC: HDR, MKE, ORI, NAM, SEX, DOB, POB, RAC, SOC, HGT, WGT, HAI, EYE, OCA, PWD, and IDT.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The entering agency (ORI) must account for all fields in the Identity Theft File record format. In the original entry, all available data must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MID). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to an identity theft record are located in Section 8 of this chapter.

2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications, nor will batch processing be performed in the test system.
3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.
4. All numerical identifiers except the ORI and the MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen is used to separate the first two alphabets from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU field. The full MNU should be entered in the MIS Field.
5. An ORI attempting to enter a record on a person it already has entered will receive a reject message. An entry on the same individual will be accepted providing the originating agencies are different. The agency making the second entry will receive the record already on file at the time the second entry is acknowledged. This notification should lead to some form of communication between the two agencies because valuable lead information might be available.

2.5 MESSAGE FIELD CODE EDITS FOR ENTRY

1. PERSONAL DESCRIPTORS

Entry instructions for name; sex; race; date of birth; height; weight; eye color; hair color; FBI number; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; and Social Security number can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the place of birth can be found in State and Country Codes, *NCIC 2000 Code Manual*. It is recommended that the victim's fingerprints and photographs be included in the identity theft record to serve as an additional form of identification.

2. IDENTITY THEFT TYPE (IDT) FIELD

The IDT Field is mandatory and must have one of the codes as listed in the *NCIC 2000 Code Manual*.

3. DATE OF PURGE (DOP) FIELD

The following are valid entries in the DOP Field:

Field Entry	Result
--------------------	---------------

DOP is blank.

NCIC generates DOP, current date plus 5 years.

DOP contains a date 5 years or less from date of entry.

Purge date set.

The DOP Field cannot be greater than 5 years from the date of entry or the date of modification. The DOP must be greater than the current date.

4. MISCELLANEOUS (MIS) DATA

1. Aliases, dates of birth, and Social Security numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/EIN) as illustrated and explained in Section 8 of this chapter, as this procedure increases the chances of a hit on the record. Nicknames (monikers) are to be entered in the MIS Field, not in the AKA Field of the Identity Theft File record. Information in the MIS Field is not searchable.
2. If the entry contains an FBI number, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.

5. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, Y should be entered into the NOA Field. If the NOA is blank, the field will default to N.

6. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency shall ensure the OCA is a unique number assigned within the agency to the case.

7. CAUTION AND MEDICAL CONDITIONS (CMC)

When an Identity Theft record is entered with a caution indicator (the MKE ends with C), the CMC Field must contain a valid caution and medical code. Section 8 of this chapter describes procedures for entry of additional CMC codes as a supplemental record to an identity theft record. The allowable CMC codes and their translations are listed in the *NCIC 2000 Code Manual*.

8. LINKAGE DATA (LKI and LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA).

In the entry message, the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the LKI/LKA Fields are the same as the ORI/OCA Fields or if the first seven characters of the LKA Field are the same as the first seven characters of the LKI Field.

SECTION 3-- MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an identity theft base record. A MID message to delete information in a field of the base record will cause the same data in the supplemental record to move up to the base record.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

1N01HEADER.MID.MD1017830.NAM/SMITH, JOHN J.NIC/J146203706.SOC/212665661

Acknowledgment:

1L01HEADER
MD1017830
MODIFY NAM/SMITH, JOHN J NIC/J146203706

The above modification example contains header (1N01HEADER), message key (MID), Originating Agency Identifier (MD1017830), two record identifiers (NAM/SMITH, JOHN J and NIC/J146203706), the field being modified, and the data being changed (SOC/212665661).

3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

1. Section 8 of this chapter provides further instructions for modifying an alias and/or an additional identifier previously appended to an identity theft record by means of a supplemental record.
2. An agency modifying an identity theft record to insert the FBI number may also request a copy of the subject's identification record by modifying the MIS Field to place SIR as the last item in the field. If any other information is already entered in the MIS Field, it must all be reentered in the modify transaction, and a blank character must precede SIR. Only the agency that entered the record may request a copy of the identification record through this means.
3. LINKAGE DATA (LKI and LKA)
 1. The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. A record which shares the same incident of a record entered with a different ORI and/or OCA can be modified to link the records by entering the associated ORI and OCA into the linkage fields (LKI and LKA) of both records. If a modify transaction is used to add a linkage to another record, then both LKI and LKA must be entered.
 2. LKI and LKA Fields already existing in the identity theft record can be modified individually. The message will be rejected if the LKI/LKA Fields are the same as the ORI/OCA Fields.
 3. The LKI and LKA Fields must be deleted as a pair; otherwise, the message will be rejected.

4. VALIDATOR DATA

For NCIC validation, a Name of Validator (VLN) Field may be added to an identity theft record to indicate that the record has met the criteria for validation. When the VLN is entered, NCIC enters the current date in the record as the Date Last Validated (VLD). If the user attempts to delete or modify the VLN to all blanks, the message will be rejected. The acknowledgment for the modify message containing a VLN will indicate the record has been validated. The VLN can be in any form that will uniquely identify the individual responsible for the validation of the record, e.g., name, user ID, employee number, etc.

For example:

1N01HEADER.MW.MD1012600.NAM/SMITH, JOHN J.NIC/J000069216.
VLN/JONES, DAVID

Acknowledgment:

1L01HEADER
MD1012600
VALIDATE NAM/SMITH, JOHN J NIC/J000069216

SECTION 4--CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is no longer valid; for example, the identity theft complaint was found to be invalid.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

1N01HEADER.XID.MD1017830.NAM/SMITH, JOHN J.NIC/J146203706.20030605

Acknowledgment:

1L01HEADER
MD1017830
CANCEL NAM/SMITH, JOHN J NIC/J146203706

The above cancellation example contains header (1N01HEADER), message key (XID), Originating Agency Identifier (MD1017830), two record identifiers (NAM/SMITH, JOHN J and NIC/J146203706), and date of cancellation (20030605).

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS	10-21	ALPHABETIC, NUMERIC

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The record to be canceled must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. The Date of Cancellation (DOC) must follow the two record identifiers and must be the current date or the current date minus one.

4.5 ADDITIONAL GUIDELINE FOR CANCELLATION

Information regarding the cancellation of an alias and/or additional identifiers appended to an identity theft record by means of a supplemental record can be found in Section 8 of this chapter.

SECTION 5--INQUIRY

5.1 EXAMPLE OF AN IDENTITY THEFT INQUIRY

The message key QID is used for Identity Theft File inquiries. It will restrict the search to only the identity theft records. A standard QW inquiry also searches the Identity Theft File in addition to other identifiable persons files.

IN01HEADER.QID.WA1230000.NAM/SMITH, JOHN J.DOB/19511012

Negative Response:

IL01HEADER
WA1230000

NO NCIC IDENTITY THEFT RECORD DOB/19511012 NAM/SMITH, JOHN J

Positive Response:

IL01HEADER
WA1230000

WARNING - THE IDENTITY OF THE SUBJECT IDENTIFIED IN THIS RECORD HAS BEEN REPORTED STOLEN. PLEASE REVIEW THE VICTIM PROFILE AND USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON.

MKE/IDENTITY THEFT
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19530531
DOE/20040519 HGT/601 WGT/202 EYE/BRO HAI/BRO SKN/ALB SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-326141811 SOC/212665660
OCA/123456
MIS/IDENTITY HAS BEEN USED IN CREDIT CARD FRAUD
PWD/T45*D8#9 IDT/CFRD
ORI IS ANY CITY PD 410 555-5555
NIC/J123456789 DTE/200505056
*****WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION
DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY
INDIVIDUAL, VEHICLE, OR DWELLING.*****
IMMED CONFIRM IF THIS PERSON IS THE VICTIM OR PERPETRATOR

If a hit response includes image information, the following caveat for images will be included after the initial warning caveat:

ATTENTION - THE FOLLOWING MUGSHOT/FINGERPRINT IS ASSOCIATED WITH A VICTIM OF AN IDENTITY THEFT RECORD. PLEASE BE AWARE THAT THE MUGSHOT/FINGERPRINT SPECIFIES THE VICTIM AND NOT THE OFFENDER.

5.2 MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC

5.3 REQUIREMENTS FOR INQUIRY

1. An inquiry of the Identity Theft File may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, day), FBI, MNU, and SOC with each data element preceded by the proper MFC. Additionally, inquiries may be made using NAM and OCA only, in that order; or NIC only, with each data element preceded by the proper MFC.

NOTE: Exact spelling of the name as contained in the record is required when inquiring with only NAM and OCA.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

1. When only one numeric identifier is used in an Identity Theft File inquiry, the response will include only the record on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response(s) will include records on file with that Social Security number even though there may be other records on file for the same individual that do not contain that particular number.
2. An agency making an inquiry with limited personal descriptors should make a second inquiry using all available identifiers contained in the response record to ensure the receipt of all records on file that could possibly pertain to the person in question.
3. An NCIC inquiry containing a DOB will search on the exact date of birth. Some state systems employ a search method to automatically extend the search parameter to a period before and after the DOB in the inquiry (e.g., plus or minus 5 years). If a record from the state system is received via this search method, the new DOB should be used in an NCIC inquiry.
4. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the date of birth in a record before a record will be retrieved.

When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the same DOB and a surname that is a phonetic match to the surname in the inquiry.

Sex and race should be included to minimize multiple hits by limiting the scope of the name search. When the inquiry contains a SEX code, NCIC will search only those records containing the same SEX code as the SEX code or an unknown SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by NCIC. The race field codes and the race codes that NCIC will search in an inquiry follow:

Race Code In Inquiry		Race Codes Searched
A	Asian or Pacific Islander	All
I	American Indian or Alaskan Native	All
B	Black	All except W
W	White	All except B
U	Unknown	All

5. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., the SOC, FBI, or MNU, a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.
6. If an alphanumeric identifier is not available, an alphabetical search by NAM can be requested by contacting the FBI CJIS staff.
7. IMAGE INDICATOR (IND)

QID inquiries may also contain an Image Indicator (IND) to specify whether an image should be returned if available. If the image indicator is Y, image data related to each primary hit response will be returned. For a person, this would be a mugshot, if available; for property, it would be either the identifying image or the generic image, if available.

1N01HEADER.QID.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19691012.IND/Y

The following would be returned after the immediate confirm caveat for a mugshot image:

IMR/M NAM:SMITH, JOHN J DOB:19691012
RAC:W HGT:510 WGT:165 DOI:19821210
NIC:T000069216 IMN:I000001233 00256
<image>.

The Image Response (IMR) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The Date of Image (DOI) is next, then the NIC of the base record is provided along with the Image NCIC Number (IMN). Following the IMN is the image size in bytes (00256) and <image> will be replaced with the actual image.

8. RELATED SEARCH HIT (RSH)

A QID inquiry may also contain a Related Search Hit (RSH) Field. If the RSH Field is Y, secondary hit responses will be returned for all identity theft records with the same ORI/OCA as the primary hit response.

If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions Chapter of this manual contains additional information on retrieving the file.

9. EXPANDED NAME SEARCH (ENS)

Inquiries may also contain an Expanded Name Search (ENS) Field. If the ENS is Y and both NAM and DOB are specified as search criteria, then each name part included in the inquiry will be used as a surname, interchanging the remaining name pairs as given names.

If the ENS is not entered, the field will default to N. Additional information can be found in the Introduction chapter of this manual.

5.5 PROCEDURES FOR HANDLING A HIT

When an agency receives a record response to an NCIC query containing identity theft information and the person inquired upon does not appear to be identical with the subject of the Identity Theft File record and/or does not know the assigned password, the inquiring agency must contact the ORI of the record to confirm the record information prior to taking official action based on the record information. The subject of the inquiry may be the identity thief, and the location of the subject could be beneficial to the identity theft case of the entering agency. If the originating agency requests notification of all hits, this agency should place a Y in the Notify Originating Agency (NOA) Field.

SECTION 6--LOCATE

There are no locate procedures for the Identity Theft File.

SECTION 7--CLEAR

Procedures to remove identity theft records are detailed in Section 4--Cancellation. This file does not have a MKE code for clear.

SECTION 8--SUPPLEMENTAL RECORD

8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL**	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL**	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL**	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN*		

*IMN/<IMN>.<IMT>

**Base record identifier

8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

An enter supplemental record transaction is utilized when additional identifiers, such as an alias

or scars, marks, tattoos, and other characteristics must be added to an identity theft record (to be placed in NCIC by an entry separate from the identity theft entry). The enter supplemental record message may be made only by the agency that entered the identity theft record.

8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

1N01HEADER.EIN.MD1012600.NAM/DOE, JOHN J.OCA/1234523.
AKA/DEER, JIM.BUCK, ROBERT J.DOB/19521012.19520912.
SMT/CAUL L EAR.TAT R ARM

Acknowledgment:

1L01HEADER
MD1012600
SUPP NAM/DOE, JOHN J OCA/1234523

The above supplemental record entry example contains header (1N01HEADER), message key (EIN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and OCA/1234523), and the supplemental data added to the record: two aliases (AKA/DEER, JIM and BUCK, ROBERT J), two dates of birth (DOB/19521012 and 19520912), and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM).

8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The identity theft record to which a supplemental record of alias(es) and/or other additional identifiers is to be added must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

The AKA Field and all other identifying data fields that may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to an identity theft record are the following:

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Identifying Number	MNU	9
Social Security Number	SOC	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	13

8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

1. A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; or caution and medical condition is counted as one identifier.
2. For example, a record relating to JOHN HARRY DOE might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, and two miscellaneous numbers (e.g., army serial number and a mariner's document number). Entry of these additional data would require several supplemental record entry messages because all of these additional identifiers could not be included in one supplemental record entry message.

3. Supplemental entry of an IMN/IMT set is used to link the base identity theft record with an existing image record in the NCIC database. An identity theft record may be associated with a maximum of one each of the following image types: mugshot, right index fingerprint, and signature.

Up to ten images other than mugshot, fingerprint, and signature may also be associated with a single base identity theft record through a supplemental entry for a maximum of 13 images.

8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY

1. After the identity theft record has been identified, each field included in a supplemental record entry, except those entered as sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data, e.g., AKA/<AKA>.SOC/<SOC>.DOB/<DOB>. The data elements must be separated by a period, and each field must end with a period. Fields that are not part of sets of data may be entered in any order in a supplemental record entry.
2. The IMN Field in the supplemental record format is a multiple element data field; i.e., this field has more than one data element following the field code and slash and is entered as a set, e.g., IMN/<IMN>.<IMT>.
3. Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accounted for.
4. The field in the base record must be filled before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field.
5. All numeric identifiers excluding the OCA and MNU Fields are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA, and a hyphen must be used to separate the two alphabetic characters from the number itself in the MNU Field.
6. The criteria for rejecting duplicate records as defined in the Introduction section of this chapter apply to the entry of supplemental information.
7. Personal Descriptors, *NCIC 2000 Code Manual*, contain appropriate coding of personal identifiers data.

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

1. ALIAS (AKA)

1. Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.
2. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial, if any, space, and suffix indicating seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.
3. Nicknames (monikers) are to be entered in the MIS Field not in the AKA Field of the Identity Theft record.
4. Further guidelines for the coding of aliases are provided in Personal Descriptors, *NCIC 2000 Code Manual*.

2. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

The MFCs followed by a slash are used to identify additional data to be included in a supplemental record, i.e, DOB/, SMT/, MNU/, and SOC/. Multiples can be entered without repeating the MFC and separated only by periods. For example, an entry might include:

DOB/19570102.19550823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.
SOC/303055378

When identifying data are entered in a supplemental record, the corresponding fields in the corresponding base record must be filled.

8.9 MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD

No one-step procedure is available to modify an alias or other identifier in a supplemental record to an identity theft record.

To modify (change) an alias or other identifier in a supplemental record, the incorrect alias or other identifier must be canceled and reentered.

8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS AND OTHER IDENTIFIERS CANCELLATION

1N01HEADER.XIN.MD1012600.NAM/DOE, JOHN J.NIC/J146203706.
AKA/BUCK, ROBERT J.DOB/19520912

Acknowledgment:

1L01HEADER.
MD1012600
CANCEL SUPP NAM/DOE, JOHN J NIC/J146203706
AKA/BUCK, ROBERT J
DOB/19520912

This example of a cancellation of an alias and other additional identifiers in a supplemental record contains header (1N01HEADER), message key (XIN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/J146203706), and data to be canceled (AKA/BUCK, ROBERT J) and (DOB/19520912).

8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling an alias(es) and/or other additional identifiers contained in a supplemental record, the identity theft record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The supplemental data to be canceled, with each field preceded by the proper MFC, are then entered.

8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA, DOB, SMT, MNU, or SOC is counted as one identifier. Each set IMN (multiple data element field) is counted as one identifier.

8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; and caution and medical conditions to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

2. When an Identity Theft File record is canceled, its entire supplemental record is automatically canceled.

3. IMAGE SET (IMN)

Up to nine images can be canceled in a supplemental cancel transaction. The format is IMN/<IMN>.<IMT>. The IMN is the NCIC number of the image, and the image type is either fingerprint (F), signature (S), mugshot (M), or identifying image (I). If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

4. SUPPLEMENTAL CANCELLATION ACKNOWLEDGMENT MESSAGE

A cancel supplemental transaction can contain up to nine supplemental data. All supplemental data will be processed except data that do not meet field edits or do not exist. The cancel supplemental message will list all supplemental data that were successfully canceled, list all supplemental data not on file, and then list all supplemental data that failed due to a REJ SUPP MFC ERROR.

For example:

1N01HEADER.XIN.MD1012600.NAM/DOE, JOHN J.NIC/J000069216.
AKA/ROE, EDWARD.DOE, EDWARD.DOB/19651012.19300932

Acknowledgment:

1L01HEADER
MD1012600
CANCEL SUPP NAM/DOE, JOHN J NIC/J000069216
AKA/ROE, EDWARD
DOB/19651012
REJ SUPP MFC ERROR
DOB/19300932
REJ SUPP NOT ON FILE
AKA/DOE, EDWARD

This example of a supplemental cancellation acknowledgment message indicates that the AKA (ROE, EDWARD) and DOB (19651012) were successfully canceled. However, the DOB (19300932) was rejected due to a field edit error, as was the AKA (DOE, EDWARD) which was not on file.